



Job Description & Person Specification

Job Title: Home School Liaison Tutor – 1:1

Responsible to: SENDCo

Contract: Full-time (term time - flexible hours)

Start: A.S.A.P

The Elms:

The Elms is a wonderful co-educational prep school situated on the Herefordshire/Worcestershire border. We are nestled in the foothills of the Malvern Hills in 45 acres of rural tranquillity, in the village of Colwall, which is 10 minutes from Ledbury or Malvern. We have our own working farm, with cattle, sheep, pigs, goats, poultry, and horses, all of which are part of the teaching and learning curriculum.

The Elms was founded in 1614, making us the oldest prep school in England still situated on its original site. We are an IAPS boarding and day school and pride ourselves on achieving excellent results to many Public Schools, both locally and across the UK. Despite being nonselective the school achieves consistently high standards academically.

What the school is looking for:

We are looking to appoint a Home-School Liaison tutor to work with one student in the first instance. The objective of the role is to help establish and maintain positive relationships between school staff, parents and the child to encourage and improve school attendance and engagement with education. The successful candidate will work with and help facilitate the child's successful inclusion into education, at school and in the home.

What the parents are looking for:

- Someone with extreme patience, and an understanding of autism and PDA would be ideal
- Someone open-minded and innovative, who can think out of the box to find ways to engage children
- Someone with practical skills ie, crafting/cooking/woodwork. They are more likely to build a relationship with our son whilst doing something practical with him rather than engaging him in direct conversation
- Someone who is happy to take him outside - we think learning outside/on a walk/through sport/animals/gardening would benefit him
- Reliable/ trustworthy
- Flexible in working arrangements/times - home/school

What the child is looking for:

For this unique role with a Year 7 pupil, we have asked them what kinds of qualities and skills might be useful for the role. Here's the summary!

- Someone with interesting skills
- Someone with good patience and understanding
- Someone who likes chickens, building, baking cakes/cooking, playing D&D (or willing to learn), puzzles, board games
- Someone who will kick/throw a ball around with me. (Someone a bit sporty)
- Someone who likes being outside
- Someone who likes animals
- No one who sneezes really loudly
- No one who takes really long in the bathroom
- Someone who has a good imagination and ability to role-play (someone who can do different accents)
- Someone who is practical (handy) and interested in building/crafting/engineering/3D printing
- No one annoying
- A biscuit connoisseur
- Someone who can deal with pedantic people
- No smokers/vapers/alcoholics
- Someone who isn't fussy
- Someone who likes eating fish
- Someone who is a bit chatty but not too chatty
- No one patronising
- Chess grandmasters and hand-gliding experts should be encouraged to apply

Duties

- To promote and facilitate pupils' attendance at school
- To work with parents and pupils to ensure full inclusion positively
- To support strategies designed to encourage and develop appropriate behaviour in and out of school, individually / group / whole class
- To participate in the evaluation and review of the agreed support in conjunction with staff
- To attend relevant meetings
- To consult with parents regarding pupil support matters and responding to incidents e.g. challenging behaviour
- To be aware of and working within the schools policies relating to Child Protection and physical contact with pupils
- To take personal responsibility and autonomy within the role

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will be subjected to an online search.

A handwritten signature in black ink, appearing to read 'Ed Lyddon', with a long horizontal flourish extending to the right.

Ed Lyddon, Headmaster