



Job description	
Job title	Hospital and Home Tuition Teacher
Grade	Teachers Main Pay Scale / Upper Pay Scale Plus SEND allowance
Directorate	Children's Services
Section/team	Inclusion – Hospital and Home Tuition Service
Accountable to	Hospital and Home Tuition Service Manager
Responsible for	
Date reviewed	January 2025

### Purpose of the Job

The Hospital and Home Tuition Teacher will work within the Hospital and Home Tuition Service (HHT), providing education for students at compulsory school age unable to attend school due to medical needs under section 19 of the Education Act 1996.

This will involve delivering teaching and educational material to children within hospitals, pregnant teenagers, children with medical needs, vulnerable young people with school phobia or mental illness, and children with SEND in their homes across the Knowsley region, at our learning hub at the George Howard Centre in Whiston, and on the children's ward at Whiston hospital.

The teacher will follow the vision, leadership, and direction of the service as directed by the Hospital and Home Tuition Service Manager and the Education Improvement Officer- SEND, ensuring the service will meet its aims and core values.

The service is line-managed by the Head of Inclusion Knowsley MBC.

### Duties and Responsibilities

The Teacher will:

- Teach and support the education of students, resident in Knowsley, who are referred to the service under section 19 of the Education Act 1996 due to children being unable to attend due to medical or other reasons.
- Teach and support children of statutory school age with a wide range of abilities and SEND.
- Deliver education to students on the children's ward within a hospital.



- To deliver education to students in their homes across the Knowsley region.
- To deliver education to students, teaching in small classes, at the HHT learning hub at the George Howard Centre, Whiston.
- To organise the collection of educational material from host schools, delivering this or adapting/creating material when necessary.
- To represent the service in multi-agency meetings to support the student and family.
- To communicate with schools, Special Educational Needs Co-ordinators (SENCOS), multi-agency groups, colleagues within the Local authority and others to support the needs of the pupil and the service.
- Support the Hospital and Home Tuition (HHT) Service Manager in their vision, aims and objectives for the service.
- Support the HHT Service Manager to manage staff and resources.
- Act as a Deputy Designated Safeguarding Lead and ensure pupils are safeguarded effectively.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in the team.
- Show emotional intelligence and empathy in the supporting of children with health difficulties, including mental health conditions.
- Demonstrate an awareness of SEND, including Autism and ADHD, to support students and parents, showing an understanding of how SEND can impact on students and differentiating approaches to meet these needs.
- Teach a broad, structured, and coherent curriculum where possible.
- Provide reports and data on student progress to stakeholders.
- Provide information to support EHCP applications.
- Complete registers and records of student attendance at Whiston Hospital, the George Howard learning hub and home tuition sessions, communicating this to the host school when required.
- To act as Deputy Designated Safeguarding Lead, undertaking the relevant training, following procedure, recording incidents and reporting to the Host schools, and when necessary, the Local Authority.
- Ensure staff and pupils' safety and welfare through following effective approaches to safeguarding, as part of duty of care
- To manage own workload as directed by the Line Manager through timetabling.
- To inform management of any health and safety issues which could place individuals in danger.
- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy, reporting any actual or potential security incidents.



This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

### **Health and Safety**

- The post holder requires an enhanced DBS certificate.
- To ensure suitable and sufficient risk assessments are carried out and maintained
- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.