

Gloucestershire Hospital Education Service
Outpatient Team
County Offices
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GHES Link Tutor details

Many thanks for your response to the advert for a Link Tutor within Gloucestershire Hospital Education Service (GHES). This is a full time, term time only role, with a view to starting as soon as possible.

Our Mission

We are dedicated to transforming the learning experience for young people with mental and physical health needs whilst they are unable to attend their main school.

We provide education and support, tailored to each student's unique challenges.

We champion resilience, academic success, and overall well-being, ensuring that all students can thrive both academically and personally.

Our Vision

To provide an inclusive, nurturing and high-quality education that is flexible and responsive to each student's needs, empowering all to thrive both academically and emotionally.

Our Core Values

Nurture – We see and nurture every child's unique qualities.

Confidence – We build confidence and self-esteem so everyone can flourish.

Determination – We are determined to remove barriers to enable students to thrive and achieve.

Care – We educate with care and empathy.

Safe – We provide an environment that allows everyone to feel safe.

GHEs is here to support any young person in the county who is medically too unwell to attend their main school from YR to Yr11. Admissions come to GHEs through two routes – either from the main school through a S19 referral, or direct from a medical practitioner. We also have a team of teaching staff based at Gloucester Royal Hospital, and we provide educational support and provision for pregnant students/school-aged mothers.

The branch the advert is referring to is to add to our team of Link Tutors within our Outreach Team, based in Cheltenham.

The Outreach Team – how thing works

The GHEs outreach team provides education for young people who are confirmed as being too unwell to attend school. Lessons are provided either in the home, students' main school, in our Cheltenham classroom, or through live on-line lessons. Sometimes young people are referred to GHEs following a period of time in hospital or sometimes the young person is under the care of a paediatric consultant and being cared for in the community. We accept students on a weekly basis, so our cohort is constantly changing.

Throughout the year we may well have students within GHEs outreach from every school in Gloucestershire at some point in time and for different periods of time. As soon as a student arrives, we put together a timetable based on the number of sessions they can access. At Key Stage 3 and 4, lessons are predominantly delivered through group on-line lessons where the teacher either works from home or in our Cheltenham office. We generally start with providing Maths, English, Science and PSHE lessons, and for those who are able to access more, other subjects. All students are also offered time in our classroom space where they can meet other students and work with others.

More about the Link Tutor role

The role of Link Tutor at GHEs fulfils the pastoral need of our service. They are the key link between our teaching staff, the child's main school, the medical professionals and other professionals we work with, and of course, our families and students. This means our teaching staff can focus on the academic learning without interruption whilst our Link Tutors oversee every other aspect of provision and support.

There are three key aspects to the Link Tutor role:

- Identifying barriers to education and striving to reduce them to enable students to engage in the education GHEs is providing
- Being the main pastoral link and communication for child, family, our staff and all other professionals, and the main school.
- Ensure that education and health progress in tandem and as soon as well enough to work on reintegration back to their main school or elsewhere.

Every student at GHEs has an individual support plan which is shared with student and families. The support plan is reviewed regularly in TAF meetings led by the link tutor. The link tutor has the responsibility of ensuring this is relevant and up to date for individual students.

Liaison

- To be the main point of contact for student, parent, GHES staff, school, medical professionals, social care and other outside agencies by developing relationships and maintaining regular contact.
- To attend TAF/CIN/CP/reintegration meetings and pass on information to relevant staff.
- To ensure school, parents and all professionals are aware of their responsibilities in continuing to support the student whilst they remain out of mainstream school.
- Regularly review student need, adjust timetable offer and interventions as appropriate
- Signpost or refer to external agencies and interventions.
- Maintain accurate and timely record keeping.
- To be available for staff liaison on a Wednesday afternoon from 3pm.

Direct work with students

- Listen to and understand student voice as the foundation to decisions made.
- Always prioritise student safeguarding, including taking appropriate mitigating actions alongside escalating, sharing and recording of concerns.
- Use REACH and GHES Journey to identify targets with the student and family, offer support to progress with these.
- Support conversations and administration around service areas of focus such as online safety, attendance and exams.
- Support to build confidence accessing learning.
- Provide support for reintegration back to their main school or to another destination.
- Literacy – to promote reading for pleasure. Ensure all students have reading material, access to our E-Platform, and share reading together.

Exams

- Support students to identify strategies to maintain their wellbeing over exams.
- To liaise with our exams officer and SENDCo to check correct exam entries, timetable and exam arrangements are in place.
- Invigilate exams as required.

Reintegration and transition

- Link tutors will use the GHES Journey document to identify when transition is appropriate. The Journey document is completed during regular TAF meetings.
- To explore transition needs to ensure barriers to transition are understood and strategies to overcome these have been agreed.
- Link tutors will provide support for reintegration through supporting students to access transition steps and completing relevant admin
- Link tutors will ensure year 11's access careers advice either through our careers lead or school. They will assist with college applications, visits and interviews. All year 11's will be invited to transition and careers sessions.

Teaching and learning.

- Identify potential barriers to learning and work alongside professionals to identify strategies and support to overcome barriers.
- Link tutors will shadow their students during lessons to better understand learning styles and other relevant information to enable students to access and engage with lessons and make progress.
- Learning from shadowing will be shared with relevant staff and contribute to student discussions and Teaching and Learning Reviews
- To build student skills and confidence to access independent study.

Attendance

To monitor attendance and to provide support or adjust provision where needed, this may include having challenging conversations with families and liaising with medical teams/FSW's to support improving access to education.

So how does it work?

We aim to see all students in the home at least every 3 weeks but this will vary depending on individual needs and workload. Some students may need a specific piece of work to be completed and need more input, such as when they first join our service or around the point of reintegration, than others. Link tutors and pastoral leads will assess each student individually to know what they need or to identify what needs to change. Link tutors will meet regularly with pastoral leads to discuss cases.

Regular contact with the student can be maintained via adobe connect, TEAMS, WhatsApp, phone or email if not being seen in person for varying reasons. Regular contact should be maintained in order for students and families to feel supported by GHES and to develop relationships.

Working Arrangements

GHES is a service within Gloucester County Council GCC so employment with us is through them.

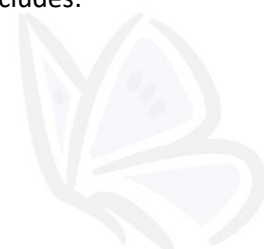
Pay and conditions: this role is advertised as Grade 6, 36 hours per week, term-time only 39 + 5.6 holiday allowance (this works out as being approximately 0.87 FTE).

A typical week involves working from home, working from our office in Cheltenham (main meetings with staff are every Wednesday afternoon) and travelling across the county to student homes and schools. Therefore the successful candidate would be expected to be able to plan their diary and calendar efficiently and keep it up to date at all times.

Induction of new staff

The successful candidate can expect a fully supported induction programme. This includes:

- All aspects of safeguarding training,



- Shadowing every role: case managers, link tutors, administrative staff and teaching staff. We believe it is important that everyone understands their role in the team to support the education and development of the young people we work with.
- Getting to grips with all of our ICT systems.
- Gradual handover and support from our experienced team of link tutors

We don't throw you in at the deep end and would expect the first 2-3 weeks to be very much getting to grips with everything we do at GHES.

Staff Wellbeing at GHES

The induction to GHES is just the start of how we support all our staff here at GHES. The wellbeing of staff is paramount to maintaining a successful and forward-thinking service and an outstanding learning environment. GHES recognises that our staff are our most important resource and are to be valued, supported and encouraged to develop personally and professionally within a learning and caring community. Support for staff's wellbeing needs to be personalised and bespoke to meet the specific needs of staff as these arise. When staff are happy, motivated and purposeful in their approach this will have a huge positive impact on the wellbeing and achievement of learners. To support all our staff we have the following in place:

- Clear policies and procedures are in place to support and safeguard staff, e.g Menopause, Home Visit, Equality policies
- Job descriptions and person specifications to ensure staff members know what is expected in their role and the right person is recruited where vacancies exist
- Continuing professional development opportunities and supportive performance management processes
- All line managers have an open-door policy and regularly check in and meet with colleagues
- Mental health & wellbeing is part of staff induction
- Ongoing professional support, e.g case reviews, teaching & learning reviews, link tutor/case manager meetings
- Non-contact time for all staff on Wednesday afternoons; allowing staff to meet and carry out admin / leadership responsibilities
- Regular team meetings; mix of face-to-face and online
- Flexible working patterns
- Introduction of Wellness Action Plans (Appendix 1) so line manager knows how best to support staff and what reasonable adjustments are needed
- Annual wellbeing surveys to understand the areas of work-life that have a negative effect on wellbeing
- Reflective supervision accessible to all staff
- Referral and signposting to external sources of support where necessary, e.g Occupational Health, access to the Employee Assistance Programme that provides free, confidential counselling and advice for employees, available 24/7
- Staff Teams group; one to share work related issues and one for more informal chat
- Staff book group
- Wellbeing Team who organise social events.

Other Essentials

It is essential that you hold a current driving licence and have your own car as the role will involve travelling across the county to students' homes and schools.

We would strongly recommend that you visit us before submitting an application form – please contact us on 01242 532363 to arrange a visit. Further information can be found on our website:

www.gloucestershire.gov.uk/ghes

Yours sincerely,



Beth Warren

Head of Gloucestershire Hospital Education Service

