



ELLESMERE PORT Catholic High School

1-2-1 Part Time SEND Tutor

"I have come so that they may have life and have it to the full"

JOHN 10:10

Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

Our Mission: is to provide a high-quality, inclusive Catholic education that inspires all students to achieve their full potential – spiritually, academically and personally – within a supportive and nurturing community.

Ellesmere Port Catholic High School is more than just a school; it's a thriving community where faith, learning, and personal growth flourish hand in hand. Situated at the heart of Ellesmere Port, Cheshire, we are a welcoming and inclusive environment dedicated to providing an exceptional educational experience rooted in Catholic Values.

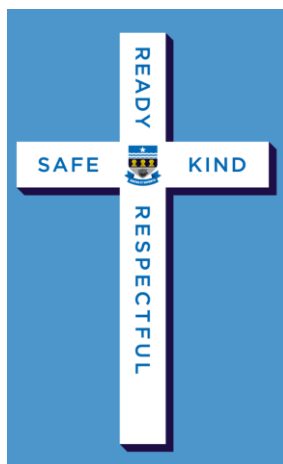
Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

Why Choose Ellesmere Port Catholic High School?

- A Strong Catholic Ethos
- Academic Excellence
- Nurturing Environment
- Rich Extracurricular Opportunities

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile
Headteacher



Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



With 958 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

Our Vision

Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

Part Time 1-2-1 SEND Tutor

6 Hours per week

Can be split into 2 x 3-hour sessions

£16.08 - £17.85 per hour

Required as soon as possible

In addition to the above, we offer an employee assistance programme to you and your family, continued professional development, an excellent staff wellbeing programme, and an attractive pension scheme.

Governors are looking to appoint an enthusiastic and innovative part time 1-2-1 SEND Tutor to deliver English and Maths to our students.

This is a key appointment and represents an excellent opportunity for someone to make a difference in building gaps in knowledge to our students.

The successful candidate will be joining a highly ambitious school and given excellent opportunities for professional development

Further information and application packs can be obtained from the school website www.epchs.co.uk or by contacting the school on 0151 355 2373. Completed letters and application forms should be marked for the attention of Miss T Moore and either posted to the school address or e-mailed to Human.Resources@epchs.co.uk

Visits to the school prior to application are welcome; please contact the school to arrange.

Closing date: 9.00am Monday 5th January 2026

Interviews: from 1.30pm Thursday 8th January 2026

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

EPCHS is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check and online search.



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

December 2025

Dear Applicant,

I am delighted that you are interested in this part time post 1-2-1 SEND Tutor. This post is of immense importance to us as a team and as a school as it will offer the successful candidate the opportunity to contribute to our highly ambitious school.

As you will see from the job description, the roles and responsibilities encompassed within the position will provide the post holder with the opportunity to make a significant impact and gain excellent professional development.

In appointing to this position, we are looking for a colleague who has:

- A dynamic, innovative, and creative approach with excellent interpersonal skills.
- The learner at the centre of their vision.
- Excellent classroom practice.
- An absolute commitment to achieving excellent standards at Ellesmere Port Catholic High School.

If you are interested in applying for this key post, please write a letter of no more than two sides of A4, detailing the following:

- How your experience so far has prepared you for this post.
- Your vision for outstanding standards in this area.

The closing date for the receipt of applications is **09.00am on Monday 5th January 2026 with Interviews expected to take place on Thursday 8th January 2026 from 1.30pm**. Application forms and further details are available to download from the school website www.epchs.co.uk and can be emailed to Human.Resources@epchs.co.uk or posted back to Miss T Moore at the school.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

I look forward to reading your application and wish you every success.

Yours sincerely,

Mrs C Vile
Headteacher

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: admin@epchs.co.uk www.epchs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons NPQH NPQEL





PART TIME 1-2-1 SEND TUTOR JOB DESCRIPTION

Ellesmere Port Catholic High School is committed to continuous learning, and all staff are expected to engage in continuous self-review, improvement and development. The post holder will be expected:

- to act as an ambassador for the school by supporting our values and expectations of pupils and learning.
- to follow all School policies, procedures and guidelines.
- to contribute to School development, and team planning and review.
- to participate in the performance management scheme.
- to support the Catholic ethos.

About the Role

We are seeking a dedicated and adaptable **1–2–1 English and Maths Tutor** to support students who are following **part-time or bespoke timetables**. This role involves delivering high-quality, tailored tuition to help learners bridge gaps in knowledge, build confidence, and make measurable progress in core subjects.

You will work closely with students who may be learning outside of a full classroom environment due to additional needs, anxiety, medical conditions, or reintegration plans. The ability to build positive relationships and engage learners with diverse backgrounds and needs is essential.

The post-holder will be expected to:

- Plan and deliver effective 1–2–1 sessions in English and/or Maths, tailored to individual learning goals.
- Support students to re-engage with education and develop confidence in their abilities.
- Assess progress regularly and provide constructive feedback to learners and staff.
- Liaise with teachers, SENCOs, and pastoral staff to ensure consistency and continuity of support.

- Maintain accurate records of attendance, progress, and learning outcomes.
- Create a safe, encouraging, and inclusive learning environment.
- Contribute to review meetings and support the reintegration of students into full-time education where appropriate.

Notwithstanding the details in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

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Ellesmere Port Catholic High School

PERSON SPECIFICATION: Part Time 1-2-1 SEND Tutor

	Essential	Desirable
Relevant Experience		
Proven experience supporting learners in English and/or Maths, ideally within a school, college, or alternative provision setting.	x	
Experience supporting students with SEN, SEMH, or those on reduced timetables.		x
Experience using adaptive or blended learning tools to enhance engagement.		x
Education/training		
GCSEs (or equivalent) in English and Maths at Grade C/4 or above.	x	
Teaching qualification (e.g. PGCE, CertEd, QTS, or Level 3+ tutoring qualification).		x
Additional qualifications relevant to the post		x
Specialist Knowledge and Skills		
Ability to plan and deliver engaging, differentiated lessons to meet individual learning needs.	x	
Excellent communication and interpersonal skills, with a calm and patient approach	x	
Empathy, resilience, and the ability to motivate students who may have barriers to learning.	x	
Strong organisational and record-keeping skills.	x	
Knowledge of current curriculum expectations and assessment frameworks in English and Maths.		x
Additional Factors		
A commitment to raising achievement across the whole age and ability range	x	
Commitment to safeguarding and promoting the welfare of young people.	x	

Guidance for Applicants

How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

Shortlisting

The shortlist process will consist of an interview panel who will be objective, and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form, this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.

Contact Details:

1	2	3	4	5
Phone 0151 355 2373	HR Email Human.Resources@epchs.co.uk	Admin Email Admin@epchs.co.uk	Website www.epchs.co.uk	Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ



“Great things happen when you care”

PSALM 21:
He asked for life and you gave it to him



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Catholic High School

Capenhurst Lane, Whitby, Ellesmere Port, CH65 7AQ

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