



Oakhill Facilitator/Tutor Policy

31 August 2018

Definition and role of Facilitator:

A Facilitator may also be referred to as a Tutor at Oakhill School depending on the specific student's needs.

A Facilitator on Oakhill Campus is considered to be a person who accompanies and supports a student with specific educational needs at school.

The role of the Facilitator is to facilitate or mediate the learning process for a specific student in order to optimise their learning and educational experience.

The Facilitator assists the learning process by making academic content more accessible to the student and will focus on using both strengths and weaknesses of the student.

A Facilitator may be needed to assist a student who is physically challenged. In the College Phase the facilitator will be guided by the IEB Accommodation Guidelines when formal assessments are completed.

A Facilitator may be needed to assist the class or subject teacher in managing difficult and disruptive behaviour and to help teach the student in his/her learning environment more appropriate and positive alternative behaviours.

A Facilitator may also be required to assist the teacher in teaching and helping the student learn more appropriate and acceptable social skills.



The goal of facilitation is for the student to become as independent as possible in the learning environment.

Appointment of Facilitators:

Scenario 1:

The decision for a student to need a Facilitator at school with them is considered carefully by the school after other interventions to help the student learn in an independent manner have been unsuccessful, or the student is considered unsafe or disruptive to himself/herself or to others.

Oakhill School recommends the need for a Facilitator for a specific student. The need for a Facilitator can be for a variety of reasons and will be discussed with the parents of the student needing facilitation.

Oakhill will provide possible candidates should the school have knowledge of any. Parents may also need to advertise for a Facilitator for their own child.

Parents interview the candidates and offer a short-list of candidates to the school.

Oakhill School (relevant teachers and role players) meet with possible candidates and together with the parents decide on a potential/suitable candidate.

The candidate may be asked to spend time observing and being observed in the school setting before commencing work with the student.

An agreed one month probation may also be entered into between Parent/s and Facilitator or School and Facilitator contract with parents.



Parent/s sign a contract with the Facilitator and are responsible for remuneration and employment conditions of the Facilitator and shall abide by all Labour Law Acts in SA.

Parents sign the Facilitator Contract with the school agreeing that Oakhill School will be responsible for the management/guidance **only** of the Facilitator during the specified hours that the Facilitator is at school with the student.

A Facilitator is required to have a Police Clearance certificate before they start to work at Oakhill School.

Scenario 2:

A parent enrolls a student with a Facilitator when they enrol at Oakhill school:

The school must agree to the child entering the school with a facilitator. Thereafter, the same process is followed with regards to management of the Facilitator during school hours as outlined in scenario 1.

Under certain circumstances Oakhill School can insist that there be a change in candidate if the Facilitator is not suitable for our setting.

Communication:

Even once a facilitator has been appointed and is active in the classroom, parents will continue to communicate directly with the Class Teacher and school with regards to their child.



Regular meetings will be held at school with parents and relevant therapists, teacher/s and Head/s to discuss the progress of the student and to clarify goals for learning and behaviour expectations.

The Facilitator communicates directly with the mentor teacher only and may not discuss the student with other parents, students or teachers.

The Facilitator will be required to keep observation notes in class that can be used to better understand the students learning and/or behavioural profile and can also be used for planning support and intervention. These informal reports will be shared with the relevant teachers regularly and should form a part of the record of information built up around the child.

Facilitators, teachers, therapists and parents form a valued partnership.

Trust is an important component in this relationship.

The Class Teacher remains responsible for the teaching of the student.

Facilitator Support:

The Facilitator will be taken through an orientation process/ induction at Oakhill School where they will familiarise themselves with the Facilitators guidelines, Oakhill Code of Conduct, the daily timetable, activities and expectations and also have an opportunity to familiarise themselves with the Campus.

The Class Teacher will act as mentor in the primary school. In the College the facilitator would be mentored by the relevant Grade or Group Mentor.

Director of OST will be available to meet and support monthly.



Should there be a disciplinary issue, the Parents will be informed immediately and necessary procedures will be followed as per school protocol.

Confidentiality on behalf of the Facilitator is expected at all times.

Oakhill School cannot be held liable for the Facilitator as he/she is employed by the parents.

The Parent, Facilitator and Teacher relationship is considered valuable and essential for the success of the student.