**JOB DESCRIPTION**

**Post:** Intervention Tutor – English

**Salary Level:** Grade 3

**Responsible To:** Director of English

**Job Purpose**

Work with the English department to plan and deliver intervention enabling underachieving students in years 7-11 to reach their targets.

Key tasks will include:

* Leading 1:1 or small group sessions for students in English;
* Planning and preparing intervention sessions;
* Marking work completed during intervention sessions;
* Liaising with class teachers to support key students.

**Main Duties and Responsibilities**

1. Deliver interventions to individuals or small groups of pupils who are underachieving in English;
2. Support teachers in the classroom to enable the active participation of the relevant students;
3. Work with individual students or small groups of students within lessons.
4. Liaise with the English department and SENCO to help plan the appropriate intervention;
5. Keep records of attendance to sessions;
6. Support children with their learning and personal development both individually and in small groups.
7. Prepare and deliver intervention or revision sessions taking place in lesson time, mentor time, during lunch periods or after school.
8. Provide resources that will support learning for underperforming students.

Any such duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

All duties and responsibilities must be carried out with due regard to the School’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School’s Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Date Reviewed: December 2017**