Job Description

**Name:**

**Post Title:** English/Maths Tutor

**Responsible to:** SENDco/Assistant SENDco

### Main Purpose of the Post

* To support and contribute to the Catholic life of St Bernard’s community.
* To ensure the effective education of students in assigned classes in line with departmental and whole school objectives, policies and schemes of work

**Duties and Responsibilities**

* To plan, prepare and deliver engaging 1:1 English/Maths Tuition to students aged 11 – 16.
* Can be flexible in their working hours
* To ensure the effective learning and progress of assigned students.
* To liaise with the Curriculum Leader of English/Maths to ensure English/Maths Tuition and resources are developed around the current curriculum/GCSE specifications.
* To ensure tuition is planned for the specific ability of the student
* To maintain effective and accurate records of attendance and progress of students
* To consult with and inform staff regarding the progress, attainment, attitude and behaviour of students.
* To maintain an awareness of equal opportunity, health and safety and data protection issues and to adhere to any relevant policies in these matters.
* To safeguard children and vulnerable adults from harm and to report concerns in accordance with the school’s internal referral arrangements.
* To foster good relationships and advance equality of opportunity between different groups and eliminate discrimination, harassment and victimisation

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| **Signed:** |  |
| **Signed on behalf of the Governing Body:**  |  |
| **Date:**  |  |