



Spanish/Norwegian/Japanese Tutors JOB DESCRIPTION

Main Purpose:

We are looking to welcome language tutors to our expanding team to develop our children's range of modern foreign language(s) on a one to one basis. You will be required to work on a flexible schedule around our children's busy curricular and extra-curricular timetable.

Duties and Responsibilities:

- To plan, prepare and deliver one to one tuition to children between the ages of 8-13.
- To help a child/children improve their writing, reading, listen and speaking through one to one tuition.
- Checking and assessing a child's work and feedback to parents/carers.
- Basic administration duties; register of child's attendance.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following is expected of all staff:

- To uphold the School's policies relating to safeguarding & child protection, behaviour, Health & Safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with to ensure full compliance with all statutory regulations, in particular Keeping Children Safe in Education

TERMS AND CONDITIONS

- Salary: £25-£30 per hour (dependent on experience)

- Hours: Self-employed contract

BENEFITS:

- Safe guarding training
- Free enhanced DBS check

PERSON SPECIFICATION

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits; (c) certificates

Requirement	Essential	Desirable	Assessed by:
Education, training and qualifications		<i>Native Speaker</i>	(a); (c); (r);
Knowledge and understanding	1. <i>Confident use of information and communication technology (ICT)</i>		(a); (i); (g); (r);
Experience	2. <i>Recent experience of one to one tuition.</i> 3. <i>Evidence of successfully developing parental rapport</i>	<i>Teaching experience across the Primary age range</i>	(a); (i); (g); (r);
Skills	4. <i>Ability to form and maintain appropriate relationships and personal boundaries with children</i> 5. <i>Creates a happy, challenging and effective learning environment</i> 6. <i>Commitment to the protection and safeguarding and wellbeing of children and young people</i> 7. <i>Ability to communicate, both written and orally.</i>		(a); (i); (g); (r);
Personal qualities	8. <i>Sensitivity to the needs of others.</i>		(a); (i); (g); (r);