



Wishmore Cross
Academy
To make our best better

JOB DESCRIPTION

Post: 1:1 Tutor

Responsible to: Principal / Senior Leadership Team

Main Purpose of the Role

General professional duties of all teachers are specified in the Conditions of Employment

Particular Duties:

A One to One Tutor is responsible for:

Their own Professional Development

- keeping up to date with research and developments in pedagogy and in any subjects taught, raising, when appropriate, issues with Teaching and Learning Lead
- evaluating their own teaching critically and use this to improve their effectiveness
- building up a thorough understanding of their professional responsibilities in relation to Academy policies and practices
- setting a good example to the pupils they teach in their presentation and their personal conduct
- participating in Performance Management arrangements

Teaching and Managing Pupil Learning

- Ensuring effective one to one tuition of GCSE syllabus so pupils make progress towards targets set; momentum and challenge are maintained, and best use is made of each session
- Using teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources

- Ensuring tuition encourages and develops pupil talk and builds confidence, resilience and independence by setting clear targets for pupils' learning, building on prior attainment and considering each pupil as an individual and taking into account their social, emotional and mental health needs
- Setting high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused sessions and through positive and productive relationships acting to pre-empt and deal with inappropriate behaviour in the context of the behaviour policy of the Academy
- Follow Academy behaviour policies and seek assistance where necessary, ensure appropriate colleagues are kept informed of any difficulties
- Ensure one to one tuition sessions supports classroom teaching and that close liaison with classroom teachers is maintained

Monitoring and Assessing Pupil Progress

- marking and monitoring pupils' work providing constructive oral and written feedback, setting targets for pupils' progress.
- assessing how well learning objectives have been achieved and use this assessment for future teaching.
- maintaining full records of attendance, homework and progress
- overseeing the pastoral needs of all pupils taught and passing on any concerns to the appropriate member of staff

Resources

- selecting and making good use of learning resources to enable teaching objectives to be met
- Ensuring that Health and Safety policies and practices, including Risk Assessments, throughout your lessons are in-line with national requirements.

Other clauses:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

- This job description may be varied to meet the changing demands of the Academy at the reasonable discretion of the Headteacher.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- Post holder may deal with sensitive material and should maintain confidentiality in all Academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.



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1:1 Tutor Person Specification

Professional Attributes

- Relevant specialist qualifications and experience in your subject specialism with the ability to teach at all Key Stages and all abilities
- Evidence of continuing professional development
- Commitment to improving practice through reflection, appropriate professional development of oneself and others. Being open to giving and receiving advice and feedback

Desirable

- Ability to design opportunities for learners to develop their numeracy, literacy and ICT skills

Professional Knowledge and Understanding

- Thorough knowledge and understanding of curriculum requirements and developments within your subject specialism, particularly the KS4 curriculum including recent developments in GCSE
- Relevant teaching experience
- Ability to relate effectively and confidently to young people with consistency and understanding, recognising there may be emotional demands associated with feelings of concern, frustration and anger
- Evidence of commitment to the principles and policies of equal opportunities
- Secure knowledge and understanding of how to make effective personalised provision for all students who have special educational needs, including those for whom English is an additional language

Professional Skills

- Excellent communication and interpersonal skills
- Ability to motivate students and to recognise and respond to the diverse needs of learners
- Ability to design opportunities for learners to develop their literacy and thinking and learning skills
- Manage pupil behaviour effectively using appropriate least intrusive and de-escalating strategies

Personal Attributes

- Energy, enthusiasm, determination and an insistence on high standards
- A willingness to learn new skills and approaches and to share the experience with others
- Ability to relate to students, parents and carers, colleagues and other partners
- A passion for the value your subject can bring to students and a commitment to the ethos of the wider life of the Academy
- Be able to work under pressure, prioritise and manage time effectively
- Reflective and clear-headed thinker who makes considered judgements
- Resilience
- Reflective practitioner
- Natural leader who can resolve conflicts, create a harmonious and productive team ethos