

JOB DESCRIPTION

Job Title: Maths/ English Intervention Tutor

Grade Spinal Range: £25.00 per hour

Main purpose of the job

To teach and support groups of students Maths or English, adapting resources to ensure all students are able to make progress within this group.

Duties

- To teach small groups of targeted students Maths and English, adapting resources to ensure all students are able to make progress within this group.
- To assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
- To work with others on curriculum and/or student development teams to secure co-ordinated outcomes.
- Recognise each student as an individual, supporting all students to achieve their best, utilising appropriate differentiation methods
- To set high expectations which inspire, motivate and challenge students
- To ensure full use of teaching time to create a high stimulating and engaging learning environment
- To assess and monitor all student progress
- To use a range of appropriate classroom management strategies to maintain high levels of behaviour and discipline and deal promptly and effectively with misbehaviour in accordance with school policies
- To deliver outstanding student success through using expert knowledge to plan and provide well-structured, engaging and relevant teaching for all students in the subject
- To provide an outstanding learning environment where the students feel safe and motivated to develop their skills and knowledge
- To keep accurate student attendance records for each lesson and report absences
- To lead and motivate students within groups to achieve high performance standards
- To communicate effectively with the Head of Department
- To provide a high quality student experience that enables students to succeed beyond their expectations
- To contribute to the overall management of student expectations to achieve the highest possible student satisfaction

Other Duties

- Comply and assist with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns
- Ensure equal opportunities for all
- Provide good level of customer service
- Attend and participate in meetings as required
- Undertake any other duties that may be required

Footnotes

- *The above details are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of Department or assigned representative.*
- ***Given the dynamic nature of the role and structure of Madani Schools Federation, it must be accepted that, as the Federation's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff***

Signed: _____ (Post-holder) Date: _____

Signed: _____ (Head of Schools) Date: _____

Safeguarding Statement

'Madani Schools Federation shares a commitment to safeguarding and promotes the welfare of children, young people and vulnerable adults. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.'