**JOB DESCRIPTION**

**POST: One to One Tutor/Small Group Intervention - MATHS**

**RESPONSIBLE TO: Principal via Head of Faculty**

**LINE MANAGED BY: Head of Faculty**

**GENERAL**

The following are key areas of the role but all responsibilities are outlined in the Pay and Conditions of Service Document.

**KNOWLEDGE AND UNDERSTANDING**

* To have up to date knowledge of teaching techniques and learning styles, especially in main subject specialism.
* To actively keep up to date actively with subject knowledge.
* To take into account relevant curriculum developments in other related areas.
* To keep up to date with subject knowledge and implement national strategies.
* To be able to use qualification specific mark-schemes / understand GCSE criteria.

**TEACHING, LEARNING AND CURRICULUM**

* To use a variety of learning styles and activities, including ICT and new technologies which engage and support learning.
* To plan and deliver tuition to each allocated student or group of students.
* To have a flexible approach and respond to the changing needs of the learning student.
* To manage individual students’ needs and adapt teaching accordingly.
* To facilitate independent learning for students.
* To use effective questioning to develop a deeper understanding.

**ASSESSMENT**

* To involve the student in assessment that will ensure that the student knows exactly what they need to do to make progress.
* To ensure the formative use of summative data improves students’ learning.
* To support revision so that students can reflect on their work.
* To use assessment to inform planning and session delivery.
* To use assessment to raise standards, so that students know where they are and what they have to do to improve to the next level/grade.

**ORGANISATION AND COMMUNICATION**

* To provide an overview of planned tuition to the Curriculum Leader/Assistant Principal and maintain an accurate record of attendance.
* To be proactive in following up and rearranging planned tuition sessions.
* To liaise with parents/carers.
* To liaise with the relevant Curriculum Leader and the classroom teacher to ensure that all intervention is integrated fully with ongoing learning in lessons so that it results from identification of need in the classroom and enables the students to integrate back into the lesson, confident in their learning with regards to the areas identified.
* To work productively with the Curriculum Leader to ensure effective ordering and management of resources.

**MONITORING AND EVALUATION**

* To prepare termly reports for the Curriculum Leader outlining clearly the impact and progress that is being made in relation to the tuition being offered per student.
* To evaluate the provision leading to impact.
* To illustrate the progress made by each student in relation to targets set.
* To complete relevant documentation in support of student tracking.

**OTHER RESPONSIBILITIES**

* To support and implement subject and college policies and procedures.
* To support the ethos, vision and values of the school.
* To take into account the health and safety of students.
* To develop good relationships with all students, ensuring a positive learning environment.
* To comply with any reasonable request from a Curriculum Leader to undertake work of a similar level that is not specified in this job description.
* To promote safeguarding the welfare of children and young person’s s/he is responsible for or comes into contact with.
* Understands that this job description may be changed by the Head Teacher in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job title.
* To be an effective role model for students.
* To work as a member of designated team(s) and to contribute positively to effective working relations within the school.

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