



## JOB DESCRIPTION

POST TITLE: One to One Tutor

SALARY SCALE: Hourly rate - £26.60

HOURS: To be negotiated

### **Purpose:**

- To provide support for students in the subject of Science
- To contribute to raising standards of student attainment.

### **Main Duties**

#### **Quality Assurance:**

- To help to implement school quality procedures and to adhere to those.
- To review regularly methods of teaching and programmes of work.

#### **Management Information:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information about the student being tutored.
- To track student progress and use information to inform teaching and learning.
- Apply the assessment technique of AFL in order to ensure student progress.
- To keep a record of student attendance and use the appropriate channel to inform the school of a student absence from a session.

#### **Communications:**

- To follow agreed policies for communications in the school.
- To inform the school immediately in case of student absence from the tutoring session.
- Engage in dialogue with the classroom teacher at specified periods with regards to the progress and need of the student.

#### **Management of Resources:**

- To organise and prepare tasks that will assist in the development of specific areas of need for the student being tutored.
- To gain knowledge of the curriculum area and to deliver lessons that will allow the student to develop their skills in these areas.
- To prepare and deliver interesting and engaging experiences that will challenge the student.

#### **Tutoring:**

- To teach students according to their educational needs.
- To provide oral and written assessments for the student.
- To undertake a programme of tutoring, aimed at developing target areas for the student.
- To ensure a high quality learning experience.
- To prepare and update subject materials.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour and standards of work.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To provide feedback about the student as required.



**Other**

- Any other duties as directed by the CEO/Executive Principal/Head of School
- Responsibility for own continued professional development.
- Ensure confidentiality and to work within the school's policy for data protection procedures.
- Comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace.
- Follow the guidelines on 'Safeguarding Children' published by the DfE and within the scope of these guidelines accept responsibility for promoting and safeguarding the welfare of children and young people.

This job description is subject to change to meet the needs of the effective running of the Trust.



## Person Specification

### Qualifications

- Relevant Teaching Qualification and good honours degree
- Qualified Teacher status or Newly Qualified Teacher status

### Professional Experience and Knowledge

- Excellent understanding of effective teaching and learning and how to promote them
- Familiar with current trends in Science education
- Evidence of recent and relevant INSET and willingness to continue to develop professionally
- Competent user of ICT
- Ability to interpret and understand data on pupil performance

### Personal Qualities

You should:

- have the ability to inspire children to achieve beyond their own expectations
- be innovative and creative
- have excellent written and spoken communication skills
- be flexible and have the ability to be open minded
- have integrity, sensitivity and resilience
- be committed to equality of opportunity
- have an open and approachable manner
- have a commitment to safeguarding and promoting the welfare of children and young people
- have the ability to form and maintain appropriate relationships and set personal boundaries with children and young people
- have a satisfactory Enhanced Disclosure and Barring Service check (undertaken on appointment)

### Specific Responsibilities

- Prepare students for National and internal examinations
- Keep up to date with developments in Science