



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

ACADEMIC TUTOR AND MENTOR

JOB DESCRIPTION

JOB PURPOSE:

The Academic Mentoring Programme is part of the government-funded National Tutoring Programme: increasing access to high-quality tuition for disadvantaged and vulnerable children (in both primary and secondary).

Academic Tutors and Mentors support very specific issues within schools. Exactly what your role entails depends on the identified needs of the school and pupils within it at the time as well as your individual skillset. However, most can expect to do the following type of work once in the classroom:

- Subject-specific work with small groups.
- 1:1 subject-specific work.
- Revision lessons.
- Additional support for those shielding or not in school.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Delivering Group Tuition (tutor/pupil ratio: 1:3 or 1:4)

- 1.1 Deliver a programme of online or face-to-face tuition to groups of 3 or 4 identified students in 15-hour blocks over the course of the academic year.
- 1.2 Liaise with teachers and subject leaders to gain a full understanding of the learning needs of each pupil and how this relates to schemes of work and examination or test specifications.
- 1.3 Plan each session using the Star Online proforma, incorporating feedback from teachers and pupils and in line with the school's Schemes of Work.
- 1.4 Undertake an initial diagnostic assessment and final summative assessment of each pupil and complete a report card on each pupil's progress at the end of each 15-hour block of tuition.
- 1.5 Provide focused and informed feedback to each pupil during or immediately after each session.
- 1.6 Undertake online marking during sessions to support learning and progression.
- 1.7 Engage with pupils outside of the tuition sessions to support progress and clarify learning.
- 1.8 Make full use of Microsoft Teams and other online learning platforms to deliver high quality tuition and support.

2. Training and Development

- 2.1 Engage fully in the online tutor induction training provided, including undertaking any tasks specified in the training.
- 2.2 Engage fully in ongoing training, including online tutor 'practice clinics' aimed at addressing specifically identified areas for improvement.
- 2.3 Participate fully in practice and quality development as a member of the subject teams led by the Star Online Heads of English and Maths.
- 2.4 Share and benefit from best practice generated through the online peer networks established by Star Online.
- 2.5 Keep up to date with developments in the subject which is the focus for tuition as disseminated by the Star Online Heads of English and Maths, by the Trust more widely and by schools.

3. Quality Assurance, Monitoring and Evaluation

- 3.1 Provide all information required by Star Online and other partners such as the National Tutoring Programme and the Education Endowment Foundation for the purposes of reporting, quality assurance, monitoring and evaluation in line with required deadlines.
- 3.2 Monitor pupil progress within sessions and over the 15-hour blocks of tuition, share this with teachers and agree actions.
- 3.3 Report pupil absences immediately so that schools can follow them up.

4. Safeguarding

- 4.1 Report all safeguarding concerns and/or disclosures to the School's Designated Safeguarding Lead.

5. Other Responsibilities

- 5.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders.'
- 5.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.3 Contribute to the wider life of the Trust and the Star community.
- 5.4 Carry out any such duties as may be reasonably required by the Trust.

6. Records Management

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	A Level in relevant subject (A*- B grade).	E	✓	
2.	A degree qualification (2ii or above).	D	✓	
3.	Qualified Teacher Status.	D	✓	
EXPERIENCE				
4.	Successful experience of working as a teacher of the subject and key stage required for the tuition group(s).	D	✓	✓
5.	Experience of working as a tutor with small groups of pupils.	D	✓	✓
6.	Experience of delivering effective online teaching/tuition.	D	✓	✓
7.	Experience of successfully supporting the progress and attainment of disadvantaged pupils.	D	✓	✓
8.	Planning and preparing tuition sessions.	D	✓	✓
9.	Successful delivery of sustained outstanding attainment and achievement.	D	✓	✓
10.	Innovation and creativity to engage, enthuse and progress learners.	D	✓	✓
11.	Partnership and team working.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
12.	Knowledge of curricula, specifications and assessment criteria in the subject area and key stage.	D	✓	✓
13.	Ability to set clearly articulated targets, to track progress and adopt strategies towards achieving them.	D	✓	✓
14.	Well-developed skills in planning, marking and feedback to support pupil progress.	D	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
15.	Ability to use online learning platforms and educational software in the online tuition environment to deliver engaging tuition sessions and monitor student progress effectively.	D	✓	✓
16.	An understanding of the role of tuition in supporting the progress of disadvantaged pupils.	D	✓	✓
17.	A knowledge of safeguarding procedures and priorities.	D	✓	✓
18.	Ability to communicate effectively, articulately and sensitively with a range of groups and individuals.	D	✓	✓
PERSONAL QUALITIES				
19.	Commitment to delivering tuition sessions after-school, at weekends and during school holidays as required.	E	✓	✓
20.	Highly organised, diligent, literate and articulate.	E	✓	✓
21.	A passionate belief in the Trust's and school's mission statement.	E	✓	✓
22.	A strong belief in the value of education in developing citizens.	E	✓	✓
23.	Highest levels of professional and personal integrity.	E	✓	✓
24.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
25.	Personal resilience, persistence and perseverance.	E	✓	✓
26.	Commitment to the pursuit of continuous professional development by oneself and others.	E	✓	✓
27.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
28.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
29.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
30.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
31.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
32.	Commitment to support The Trust's and Star agenda for safeguarding and equality and diversity.	E	✓	✓
33.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓