**The Ravensbourne School**

**POST TITLE: Post 16 Tutor**

**LINE MANAGER: Head of Post 16**

All teachers at The Ravensbourne School are viewed as both leaders and managers of the academic and pastoral curriculum.

**Definition of the role is: “**To provide excellent teaching that facilitates high quality learning for all students. To support students without English or Maths GCSE in small groups or 1-2-1 tuition. Encourage all students to be the best they can be through setting the highest of expectations”.

**Areas of responsibility**:

* To lead on supporting students in Post 16 without a GCSE pass in Maths or English
* To provide 1 -2-1 and small group tuition so that all students are ready for the November resits.
* Work effectively with others to achieve tasks.
* Manage the Learning and Teaching process of students assigned to you for catch up.
* Challenge any low expectations from students
* To meet all relevant deadlines as and when requested.
* Ensure all lessons are thoroughly planned and delivered to at least a ‘good’ standard
* Evaluate the impact of all activities on the quality of learning and teaching.
* Carry out the assessment, monitoring, recording, and reporting of students’ attainments and achievements in accordance with the Post 16 Catch Up Policy.
* Have thorough knowledge of and regularly use student data to track progress.
* Pay due regard to the differing needs and abilities of students when planning catch up sessions.
* Support all whole school policies.
* To actively support the school’s Rewards System.
* Seek advice from and consult with your line manager as and when necessary.
* Maintain regular communication with parents via telephone, letters, contact books, written reports.
* Report any issues of repair and maintenance according to school practice.
* Deploy and use curriculum resources effectively and efficiently.
* Maintain the physical environment of your teaching area(s) to a high standard.
* Support students in reaching positive outcomes academically and holistically

Key Skills and Competencies:

* Excellent Interpersonal and Communication Skills – Written and Oral.
* Excellent Organisation Skills with a systematic approach to workload management.
* Excellent time management, planning and work prioritisation skills.
* Ability to relate well to children and adults.
* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
* Ability to self-evaluate learning needs and actively seek learning opportunities.
* Confidentiality of information as appropriate.
* Ability to work under pressure.
* Ability to work on own initiative.
* A flexible attitude to work

NOTES:

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**Support for the Trust**

* Contribute to the overall ethos/work/aims of the Trust.
* Comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.

Signature of Post Holder:

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Signature of Line Manager:

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This job description will be reviewed annually as part of your Professional Review Meeting.

#### PERSON SPECIFICATION

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | Good Honours degree  Teaching Qualification | Evidence of other professional studies |
| **Experience** | Evidence of successful teaching in maths or English at KS4 or post 16  Experience of teaching GCSE maths or English at “foundation” level | A record of good results with students on the 3/4 borderline.  Successful resit teaching. |
| **Skills and Abilities** | Strong and methodical administrative skills  Positive student behaviour management skills  Excellent communication and interpersonal skills  Strong ICT competence  Analytical and problem-solving skills |  |
| **Special Knowledge and Personal Qualities** | Strong public presence  Good communicator  Ambitious and self-confident  Student focused commitment  Ability to inspire  A clear educational vision  Strong motivation and sense if initiative  Open transparent work ethic  Flexibility  Role model for students and staff  Seek support and advice when needed  Excellent attendance and punctuality | Evidence of ‘going the extra mile’ |
| **Code of Practice on English Language Requirements** | Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.  Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation.  Ability to listen to stake holders and understand their needs.  Ability to tailor your approach to each conversation to be appropriate to the stake holder, responding clearly with fine shades of meaning, even in complex situations. |  |