

**Job Description**

**Post: Achievement Tutor**

**Division: Maths**

**Responsible to: Achieve Team Leader**

**Main Purpose of the Role**

To work under the instruction and guidance of Teaching and other senior staff to undertake intervention programmes for students who are underachieving academically. Work may be carried out in the classroom or outside the main teaching area.

**Duties and Responsibilities**

Support for Pupils

* Supervise and provide particular support for pupils who are academically underachieving or have the potential to underachieve, ensuring their safety and access to learning activities. Such intervention programmes may include after school and holiday sessions.
* Assist with the development and implementation of intervention programmes and promoting achievement strategies for individuals and groups of pupils.
* Establish constructive relationships with pupils and interact with them according to individual needs
* Promote the inclusion and acceptance of all pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Set challenging and demanding expectations and promote self-esteem and independence
* Provide feedback to pupils and colleagues in relation to progress and achievement under guidance of the teacher, Achieve Team Leader and Senior Leaders.

Support for the Teacher

* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work
* Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
* Assist with the planning of learning activities
* Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed
* Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Establish constructive relationships with parents/carers
* Monitor the progress of identified students via the routine marking of pupils work

Support for the Curriculum

* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

**Additional Duties:**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
* Any other related duties as may arise.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
4. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Person Specification**

**Job Title:** Achievement Tutor

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * At least Level 3 qualifications or equivalent experience |  |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Expertise in maths, as evidenced by a maths degree or A-level or equivalent * Good literacy and numeracy skills, as evidenced by GCSE English and Maths at Level C or above, or equivalent. * Experience of working with young people from diverse backgrounds | * Experience of working in a school environment |
| **Skills** |  | * The ability to build positive relationships with young people whilst maintaining appropriate professional boundaries * The ability to build strong partnerships with parents/carers and a range of other stakeholders * The ability to build strong partnerships with parents/carers and a range of other stakeholders * Commitment to raising young people’s attainment and future aspirations * Adaptability and versatility to respond to the needs of students, including the ability to support with subjects outside their specialism * The ability to use initiative and work independently * Excellent teamwork skills, and previous experience of working in a team * Excellent communication, both written and verbal, and the ability to liaise professionally with other staff * Organisation, with the ability to balance conflicting priorities and meet deadlines |  |
| **Personal Characteristics** | Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |