



JOB DESCRIPTION: ONE TO ONE TUTOR

SALARY RANGE: MPS5

WEEKS PER ANNUM CASUAL CONTRACT AS REQUIRED BY SCHOOL

RESPONSIBLE TO: HEAD OF SUBJECT

JOB PURPOSE:

- Carrying out the professional duties of a tutor as circumstances may require and in accordance with Trust policies, under the direction of the Principal
- Promoting the achievement of high standards through effective mentoring, teaching and learning within subject area, preparation and evaluation
- Being central in the delivery of the ECM agenda, paying regard to the provision of personalisation for students
- Modelling the vision and values of the Trust
- Being part of the team of Northern Education Trust
- Receiving and acting on feedback to build on the strengths and improve personal performance within the Academy systems
- Recognising, promoting and celebrating diversity.

COLLEGE VALUES: The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of COURTESY, EMPATHY, INCLUSION, INTEGRITY, RESPECT & RESPONSIBILITY.

CORE RESPONSIBILITIES

- To plan, prepare and carry out 1-2-1 tutoring of students specifically in literacy and/or numeracy and English and/or mathematics, potentially working evenings/weekends. Planning interventions for individuals or small groups of students
- Using data on students derived from within-school data (CAT, STEP, Reading Assessment Data) to implement provision for catch up for students
- Using effective assessment techniques to assess progression of students during and following interventions
- Leading on improving rates of progression for identified students by liaising with key stakeholders about their learning
- Identifying gaps in knowledge and skills using assessment for learning in order to plan and deliver progression over a series of interventions over time
- Recording and assessing impact of interventions over time
- Liaising as required, with a range of contacts, to include: Senior Leaders, Head of Subject, class teacher etc., to discuss student progress, achievement and attendance
- Discussing reasons for underperformance with students, through interview
- Assisting in the development of suitable intervention material, appropriate lesson plans, resources, schemes of work and teaching strategies.
- Keeping a log on students who undertake intervention and assist on the recording and reporting procedures
- Supporting exam revision sessions as required
- Attending maths, English or science departmental meetings as required
- Working with other professionals such as Learning Managers and Teaching Assistants to support students
- To take part in the schools's staff development programme by participating in arrangements for further training and professional development as required
- To continue personal development in the relevant areas including subject knowledge and teaching methods.

LINE MANAGED BY:

- Head of Subject

LINE MANAGER OF:**GENERAL RESPONSIBILITIES**

- To participate in wider school meetings and working groups as required.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To comply with the school and Local Authority policies and procedures at all times.
- To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records)
- To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

LAST UPDATED

September 2023

GENERAL INFORMATION

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The job description will be reviewed as appropriate and may be subject to amendment or modification at any time after consultation with the post holder.

Denton Community College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, Tameside LA, and College policies.

The post-holder is expected to be part of the whole-college staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

ACCEPTANCE

Signed	Date