Northern Education Trust

Job Description – 1 2 1 Tutor

Job Title: 1 2 1 Tutor

Accountable to: Director of Subject/Head of Faculty.

Grade: £25 per hour for those with QTS or equivalent
£15 per hour for non QTS

Overall Purpose of the Post:

- 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 effecting 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.

Main Duties and Responsibilities:

- Deliver intervention programs to individuals preparing relevant and appropriate learning experiences in conjunction with the Department staff.
- Discuss reasons for underperformance with students, through interview.
- Assist in the development of suitable intervention material.
- Keep a log on students who undertake intervention and assist on the recording and reporting procedures.
- Liaise regularly with the Head of Department and teachers to inform them of progress and provide relevant feedback.
- Support exam revision sessions as required.
- To attend Maths, English or Science departmental meetings as required.
- To work with other professionals such as Learning Managers and Teaching Assistants to support students.
- To comply with the Trust's Child Safeguarding Procedures including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Trust policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

- To assist in the development of appropriate lesson plans, resources, schemes of work and teaching strategies in numeracy.
- To contribute to the Curriculum Area's development.
- To plan and prepare 1-2-1 lessons.
- To report on the individual pupil's progress, achievement and attendance.
- To take part in the academy'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.

All staff of Northern Education Trust will abide by the one academy rule: **'All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times';**

Safeguarding Children and Young People

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.

NET 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.

Signed: ..... Date: .....