

Job Description

Establishment: Spencer Academies Trust
Post Title: English Intervention Tutor
Hourly rate £18 per hour(unqualified)/ £26 per hour (qualified)
Hours/weeks: term time only hours dependent on need/negotiable
Reporting to: Trust Director English
Department/Team: Educational Support

Overall Purpose of Post

To deliver English tuition to identified students, in small groups across Trust schools

Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

- To lead on improving rates of progression for identified students by liaising with the key stakeholders about their learning
- To meet with the class teacher, to identify areas for development and support.
- Plan students personalised learning programme and establish outcomes
- To establish a relationship and understanding of learning needs
- Provide feedback to class teacher and key stakeholders to define next steps
- Liaise, as required, with a range of contacts, to include; Principal, Director of English, Subject Leader, Class Teacher and students
- Maintain strict confidentiality in relation to the performance of children
- To complete such comparable duties as may be required by the Line Manager or Principal.
- **General**
 - Work in a professional manner and with integrity and maintain confidentiality of records and information.
 - Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
 - Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.

- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:

Signature:

Date:

Person Specification

	Essential	Desirable
Qualifications ,experience and knowledge		
<ul style="list-style-type: none"> AS/A Level English Language or Literature A degree in an appropriate discipline Recent experience of working with children and young people Experience of tutoring English at GCSE level Sound subject knowledge at Key Stage 3 and Key Stage 4 Familiar with the GCSE English specification A good awareness of the recent changes in English 	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓
Skills		
Ability to build positive working relationships with students and maintain professionalism at all times Enthusiasm, energy and commitment to raising achievement in students Strong ICT skills Ability to interpret student data to identify areas for intervention Ability to work independently and use initiative in a supportive manner Ability to work calmly under pressure Ability to communicate clearly orally and in writing Ability to work collaboratively with others	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality A diplomatic and patient approach Able to follow direction and work in collaboration with the leadership team Able to work flexibly, adopt a hands on approach and respond to unplanned situations Commitment to the highest standards of child protection and safeguarding Recognition of the importance of personal responsibility for health and safety Commitment to the Trust's ethos, aims and whole community.	✓ ✓ ✓ ✓ ✓ ✓ ✓	