

## JOB DESCRIPTION: 1:1 and Small Group Intervention Tutor (Maths or English)

The following job description is for the guidance of candidates as to the requirements of the post. It may be changed by the Headteacher, in consultation with the postholder, to reflect or anticipate changes in the job commensurate with the grade and job title.

<b>PURPOSE:</b>	To promote students' learning and be accountable for their progress, attainment, behaviour and safety in the classes that you teach To raise standards of students' achievement, attitude to learning and wellbeing, offering support and guidance and acting a professional role model within the school
<b>RESPONSIBLE TO:</b>	Head of Faculty in Maths or English
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>SALARY/GRADE/ WORKING TIME:</b>	As set out in the Conditions of Service for Teachers as presented in the <i>School Teachers Pay and Conditions Document</i> published by the DfE; appointed on the JCoSS scale (equivalent to MPS with Outer London Allowance) in accordance with experience. The post is a part time one and precise times and days will be published separately.

### MAIN DUTIES

#### Teaching and learning

- Assist in the educational and social development of students, especially in English or Maths, by supporting the teaching and learning processes under the direction and guidance of subjects leaders and class teachers.
- Assist in the implementation of action plans and or Individual Education Programmes for students and help monitor progress with those plans
- Provide support for students (including students with Special Educational Needs) either individually and or in small groups inside the classroom to enable them to fully participate in activities
- Work independently with students (including students with Special Educational Needs) either individually and or in small groups individuals and groups of students, under the guidance of the teacher
- Seek to ensure the promotion and reinforcement of students' self esteem, and appropriate levels of effort and behaviour, and guide students to become independent learners
- Work with other professionals, as necessary
- Assist class teachers with maintaining student records
- Motivate and encourage students to concentrate on and fulfil the tasks set

#### Other Specific Duties:

- Supervising students as they move about the school between sessions
- Where appropriate, liaising with parents and reporting any concerns to the class teacher
- Promoting and safeguarding the welfare of students and young people in accordance with the school's safeguarding and child protection policy
- To undertake such duties as may be determined from time to time within the general scope of the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

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

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

## **Person Specification**

### **I:1 and Small Group Intervention Tutor (Maths or English) (Job Title)**

#### **Qualifications**

- Qualified Teacher Status
- Qualification to the equivalent of degree level in specialist subject or a related subject

#### **Work-related knowledge, experience and skills**

- Secure knowledge and understanding of the specialist subject at KS3, KS4, A Level and/or BTEC as appropriate, and of strategies that improve understanding
- A good classroom practitioner with evidence of setting appropriate expectations to advance learning and to engage and motivate students.
- Ability to encourage and maintain good order and discipline through well focused teaching, positive relationships and good classroom management
- Ability to use appropriately a range of differentiated teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students
- Ability to set clear and appropriate targets, feedback to students and make use of assessment information to promote each student's attainment and progress, and to plan future lessons
- Ability to make good use of ICT as a teaching and learning resource and for professional practice
- Knowledge of how to give positive and targeted support to students with special educational needs
- Ability to reflect on own practice

#### **Personal skills and attributes**

- Willingness to support the pluralist Jewish ethos of the school
- Determination to encourage the highest quality of learning experience for all students
- Commitment to equal opportunities
- Ability to establish good and productive working relationships, and work well in a team
- Ability to communicate effectively to staff, students, parents, orally and in writing
- Ability to manage workload and meet deadlines
- Ability to empathise with young people and be firm, fair and consistent when dealing with them
- Excellent attendance and punctuality
- Ability to work in and lead a team
- Enthusiasm, personal dynamism and stamina
- Sense of humour and perspective
- Ambition & personal presence
- Ability and willingness to offer extra-curricular activities
- Ability to use research evidence to inform and improve teaching