

**JOB DESCRIPTION**

**Primary Trained Teacher/Tutor**

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| Job Title: | Primary Trained Teacher/Tutor |
| Full Time: | 30 hours per week (9am to 3pm) |

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| **Main Purpose of the Role**  |
| To:- * To plan, deliver and assess appropriate lessons for each teaching group (maximum 3 students) which ensure that the potential of all students is fulfilled.
* To be proficient in Primary teaching KS2 and KS3 including Functional Skills.
* Contribute to the positive behaviour management and social development of students.
* Work in partnership with parents and carers in supporting the education of their children.
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| **Key Duties**  |
| **SUPPORT FOR STAFF** |
| **1** | To direct support staff appropriately in order to fully support the learning, engagement and safety of learners. |
| **2** | Be responsible for the safety, instruction, supervision and welfare of all those in your care. |
| **3** | Be responsible for the maintenance, storage and control of all resources within the PE Department. |
| **5** | Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure. |
| **6** | Actively prepare for, lead and support the practical learning of students. |
| **7** | To communicate with the school on all relevant issues regarding learner engagement, progress, outcomes and welfare. |
| **SUPPORT FOR STUDENTS** |
| **8** | Maintain appropriate records regarding progress and achievements, incidents and accidents. |
| **9** | Ensure feedback to students in relation to progress and achievement, allowing learners to understand their areas of strength and areas in need of development. |
| **10** | Develop and use specialist skills/training/experience to support and engage students. |
| **11** | Establish good working relationships with students, acting as a role model and setting high expectations. |
| **12** | Provide consistent support to all pupils, responding appropriately to individual student needs. |
| **13** | Ensure that all activity/session planning, monitoring and evaluation is evidenced, students' responses to learning activities are evaluated and support is responsive and ongoing. |
| **14** | Provide objective and accurate feedback and analysis reports as required on student progress and achievement.  |
| **15** | Promote positive values attitudes and good student behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy. |
| **16** | Liaise sensitively and effectively with parents/carers. |
| **17** | Support the use of ICT in learning activities and develop students' competence and independence in its use. |
| **SUPPORT FOR THE SCHOOL** |
| **19** | Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned). |
| **20** | Be aware of, and support difference, to ensure all pupils have equal access to opportunities to learn and develop. |
| **21** | Contribute to the school ethos, aims and development/improvement plan. |
| **22** | Attend and participate in regular meetings as appropriate. |
| **23** | Participate in training and other learning activities as required. |
| **24** | Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours. |
| **25** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

I confirm that I have read the job description, and that I have the mental and physical fitness needed, to carry out the work responsibilities outlined within the job description.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Southover Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share the same commitment. The post is subject to an Enhanced Certificate of Disclosure from the Disclosure and Barring Service and a range of other recruitment checks.