

Job Description for the Post of Sixth Form Academic Tutor

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the Assistant Head: Head of Sixth Form

Main Purpose of Job

To enable students in Years 12 and 13 to engage and succeed in their academic studies.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To supervise the Year 12/13 students in the study area (SG3) and ensure that conditions are conducive to study, maintaining continuity and setting the right standards.
3. To maintain appropriate records of intervention and communicate these with appropriate audiences.
4. To adopt a good working relationship with students and maintain good discipline using an assertive but non-confrontational manner.
5. To assist with tracking and monitoring targeted students, communicating with teaching staff and Head of Sixth Form, and to mentor an identified group.
6. To coordinate students' effective use of their timetable, including planning study programmes and effective use of the planners.
7. To support students with organisation and study work, as well as lesson notes, homework deadlines, etc.
8. To assist students with research and study techniques.
9. To challenge students who do not follow instructions regarding work ethic and behaviour.
10. To ensure students maintain a tidy work environment and report any damage.
11. To undertake other duties as required and in line with the grade and responsibilities of the post.