



## **AMPLEFORTH COLLEGE**

### **TUTOR OF EAL**

#### **Job Description**

Tutoring is a key role in Ampleforth College, monitoring students' academic progress, providing pastoral support, maintaining communication with parents, running tutorials and performing house duties. Carrying out duties in the most cost-effective and efficient way. You will follow all legislation, as well as our own policies and procedures, relating to working with children, safeguarding, and Health and Safety.

#### **Main Duties**

1. Use data supplied by MiDYIS/ALIS, EAL Register and Isams to determine the best programme of study for students.
2. Communicate with parents as required, including writing reports by the set deadlines.
3. Support the policies and aims of the School and exercise the highest standards of professionalism.
4. Plan and prepare lessons for students in consultation with the Head of Department and, where relevant, other subject teachers.
5. Maintain accurate and up-to-date record of lessons.
6. Teach in such a manner as to maintain the best academic standard, supporting the individual needs of pupils and encouraging an enthusiasm for, and an interest in, the subject.
7. Mark pupils' work on a regular basis, allocate grades and targets as agreed with the Head of Department.