

School-Led Tutor

Job description and person specification

Job description

Post title: School-Led Tutor

Position: Term Time Only 37 Hours

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

To positively impact on students' academic progress and link the support provided to specific requirements and needs.

To utilise strong interpersonal skills to coach, mentor, develop and motivate students to improve.

To commit to effective behaviour management, setting the highest standards and expectations.

Main duties and responsibilities

- To plan and deliver a series of high quality intervention sessions.
- Establish productive working relations with students, acting as a role model and setting high expectations.
- Prepare differentiated resources and plans.
- Deliver high quality and individualised feedback for students, regularly assessing and monitoring to identify appropriate areas of focus.
- Prepare and maintain the learning environment, effectively utilising ICT.
- Engage in regular interaction with other members of staff to ensure that intervention address education gaps and provide support.
- Support other teaching requirements across the academy.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Relevant degree		✓	Application form
Qualified to teach and work in the UK		✓	
Teaching and learning qualification or equivalent work experience	✓		
Knowledge and understanding			
Experience of raising attainment in a differentiated classroom environment	✓		Application form
Evidence of continually improving the teaching and learning through schemes of work and extra-curricular activities	✓		
To be able to use ICT as a vehicle for effective learning	✓		
Understanding the strategies needed to establish consistently high aspirations and standards of results and behaviour	✓		Interview
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	✓		Portfolio of work
Experience of working with young people with special educational needs and / or disabilities		✓	References
Ability to communicate effectively and appropriately with students, teachers and external agencies	✓		
Skills and attributes			
High expectations for accountability and consistency	✓		Application
Resilience, motivation and commitment to driving up standards of achievement	✓		
Motivation to continually improve standards and achieve excellence	✓		Interview
Excellent communication, planning, organisational and time management skills	✓		Portfolio of work
Effective and systematic behaviour management, with clear boundaries, sanctions, praise and recognition	✓		References
Shows commitment to a supportive, coaching culture	✓		
Readiness to reflect and self-evaluate, and the ability to change, develop and improve	✓		
Work well under pressure	✓		
Work effectively alone and as part of a team	✓		
Develop positive relationships and acts as a role model to staff and students	✓		
High levels of honesty and integrity	✓		

Commitment to ongoing personal and professional development	✓		
Core			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		