



Academic Tutor

Salary:	Scale 6 (£28,723 to £29,691 after pro rata)
Hours:	35 hours per week, term time only
Required for:	ASAP
Closing Date:	Friday 13th October 2023
Interview Date:	TBC
How to Apply:	To apply, please email your completed Application and Recruitment Monitoring form to staceywright@cardinalpole.co.uk or send in the post for the attention of Stacey Wright, HR Officer. We very much welcome visits to the school should you wish to prior to submitting your application. Please note that CV's will not be accepted.

Purpose of the Post

This is an exciting new post for Cardinal Pole Catholic School. The successful candidate will work with small groups and individual students to support their access to learning and thereby playing a key role in driving up attainment. There will be a particular focus on working with specific groups of students according to the needs of the school over time. You will meet frequently with these students and work closely with their families to build engagement and support their success. The initial focus of this role will be predominantly working with Black Caribbean students.



CARDINAL POLE
CATHOLIC SCHOOL

Why Work For Us?

Firstly, thank you for taking the time to consider applying for the post of Academic Tutor.

Our school is built on strong foundations of discipline and moral purpose. We offer a lively, dynamic and highly successful environment in which to achieve. We are also a faith community, providing an inclusive and enriching education which cares deeply about the wellbeing and development of our children and our community.



CARDINAL POLE
CATHOLIC SCHOOL

OUR MISSION

‘Cardinal Pole Catholic School is a community of **service** guiding young people on a path to **opportunity**, **aspiration**, and **reward**, founded on Catholic values.’

We seek to ensure that everyone is treated with dignity and respect. We also make sure all of our students pursue a rich programme of study at all key stages appropriate for their age and ability, ensuring that there is no narrowing of the curriculum.

These aims, coupled with high expectations for everyone has resulted in remarkable success for our students. We believe there are no barriers to success.

We very much welcome applications from all faiths and backgrounds and value the unique experience that every individual can bring to our school and look forward to receiving your application.

Benefits:

Two-week October half term break.

You will be joining a TES Secondary School of the Year nominated school.

Free staff access to a modern and high-quality gym which was fully refurbished in September 2023.

An incredible team of staff who are highly skilled, dynamic and passionate about securing the very best outcomes for the community we serve.

Excellent CPD opportunities at all levels including part-funded MA study (T&Cs apply).

Opportunities for progression.

Sophisticated modern school building set in the heart of vibrant Hackney

A proactive and thriving staff well-being group with regular staff socials, coffee mornings and opportunities for cross departmental interaction

Free Breakfast Club every day for staff and students

Free Bike servicing for staff

Travel Loans. Interest free loans to assist staff in meeting travel costs (T&Cs apply)

Travel contribution if you live in Zone 6 and further may be granted, (T&Cs apply)

Teachers Pension Scheme or Local Government Pension Scheme which includes 3 x salary life assurance cover whilst you remain in service.

Employee Assistance Programme

Academic Tutor Job Description

Reporting to: Senior Leadership Team

Grade: Scale 6 (£28,723 to £29,691 after pro rata)

Hours: 35 hours per week, term time only

Purpose of the Post

This is an exciting new post for Cardinal Pole Catholic School. The successful candidate will work with small groups and individual students to support their access to learning and thereby playing a key role in driving up attainment. There will be a particular focus on working with specific groups of students and their families according to the needs of the school over time. You will meet frequently with these students and work closely with their families to build engagement and support their progress. The initial focus of this role will be working is likely to be predominantly working with Black Caribbean students.

Main Duties and Responsibilities

Support for Students

- There will be a particular focus on working with specific groups of students and their families according to the needs of the school.
- Play a leading role in working alongside the families of identified students to support their progress and attainment.
- Supervise and provide support for student/s, including those with identified needs, either in literacy or for subject specific support. Ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.
- To work with individual children and groups and complete reading records and literacy strategy support as directed by the class teacher.
- Under the direction of teacher, to work with individual and small groups of children and to take responsibility for their learning, engagement and any resources connected to their learning.
- To secure successful engagement in learning.

Support for the Teacher:

- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to the link senior member of staff on students' achievement, progress, problems etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- To establish and maintain constructive relationships with parents/carers by:
 - supporting their role in students' learning;
 - providing constructive feedback on students' progress and achievements;
 - facilitating their support for their child's attendance;
 - support home to school/community links.
- To work in partnership with the teacher to support the school induction programme. This may include contributing to parents evening as appropriate.

Support for the Curriculum:

- Undertake programmes linked to school priorities, eg. Literacy and numeracy support
- Support the use of ICT in learning activities and develop students' confidence, competence and independence in its use.
- To be familiar with data to support learning and progress.

Support for the School:

- To successfully complete the school's induction programme and provide a level of support which is commensurate with the school's expectation and standards
- To be aware of the content of any EHCP plans for students being supported.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.

- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher. To assist in the general care of the school environment by undertaking tidying of general areas.
- To promote equal opportunities at all times.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Safeguarding and Promoting the Welfare of Children and Young People:

Cardinal Pole School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Key Organisational Objectives:

The Postholder will contribute to the school's objectives in service delivery by:

- sharing the schools commitment to safeguard and promote the welfare of children and young people
- enactment of Health and Safety requirements and initiatives as directed
- ensuring compliance with Data Protection legislation
- at all times operating within the school's Equal Opportunities framework
- commitment and contribution to improving standards for students as appropriate
- promoting customer care and quality in line with the school policy
- contributing to the maintenance of a caring and stimulating environment for students

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

Special Conditions of Service:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities:

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Person Specification

	Essential	Desirable
Knowledge & Qualifications		
Graduate with 2:2 or above		✓
Experience of working with parents		✓
Training in the relevant learning strategies e.g. literacy/subject/behaviour/engagement		✓
First aid training as appropriate		✓
Understanding of relevant policies and codes of practice and awareness of relevant legislation		✓
General understanding of national curriculum		✓
Basic understanding of child development and learning	✓	
Experience		
Experience of using Microsoft Office	✓	
Experience of using Email/Internet	✓	
Experience of or working with or caring for children of 11 – 19 age group		✓
Skills		
Personal		
Good numeracy and literacy skills	✓	
Effective use of ICT to support learning	✓	
Use of other equipment technology – computer, video photocopier	✓	✓
Ability to self evaluate learning needs and actively seek learning opportunities	✓	
Ability to relate well to children and adults		✓
To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
Participate in development and training opportunities	✓	
Relations		
Have good interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff, students and governors	✓	
Special Conditions & General		
Enhanced DBS check	✓	
Commitment to protection and safeguarding of children and young people.	✓	

