

Outcomes Focused, Child Centred



1:1 Tutor Recruitment Pack

Contents

Welcome from the Chief Executive	03
Northern Education Trust	04
Welcome from the Principal	05
The Application Process	06
Where to Find Us	07
Job Advert	08
Job Description	09
Person Specification	12

Welcome from the Chief Executive

On behalf of the Northern Education Trust Board, welcome to the Northern Education Trust.

We are unwavering in our commitment to ensure that the outcomes our young people secure prepare them fully for life beyond school. Our Academies are happy and thriving communities where children both achieve and feel safe and cared for. As an inclusive Trust we strive to help young people overcome any barrier to learning.

We are a caring employer and invest heavily in professional development, allowing our staff opportunities to take the next steps in their career. We hope you find our website holds all the information you need to believe that whether you are a parent or prospective employee, your next steps should be taken with us.

Northern Education Trust

Our Vision

We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.

The 10 values which underpin our vision:

1. We care passionately about the education and welfare of young people
2. We believe that all young people, irrespective of background or ability will be successful in our Trust
3. We are not and will never be selective. We believe that local schools are for all children
4. We are always inclusive. Our mechanisms to support the most vulnerable child to succeed and overcome barriers to learning are a key aspect of our work
5. Our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life in modern Britain. This includes workplace skills and appropriate advice for future progression
6. We have high expectations of behaviour
7. We adopt the local authority admissions protocol and work closely with them
8. We would always wish to act in such a way that has a positive effect on a neighbouring school or community. We care passionately about children in all schools, not just our own
9. That all employees act with integrity and embrace the value that 'we are the Trust'
10. We work regionally and nationally to develop approaches to MAT improvement that influence the wider school-led system

Welcome from the Principal

I am incredibly proud to be the Principal of Walbottle Academy. I feel privileged to lead such a talented, committed and hardworking community of pupils and staff.

At Walbottle Academy, our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life. We demonstrate a relentless daily commitment to our high expectations as we prepare our pupils for the challenges of a rapidly changing world. We are keen to share and for our community to understand our vision and how this underpins all that we do:

“We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.”

Choosing a school for your child can be amongst the most difficult decisions a parent has to make. At Walbottle Academy, we care passionately about the education and welfare of our pupils and feel our pupils will flourish in a safe and successful academy. It is a fantastic time to be part of our community and we firmly believe that all young people, irrespective of background or ability will be incredibly successful as part of our academy and our Trust.

Mr M Wood

Principal



The Application Process

Thank you for your interest in this role within Walbottle Academy.

The information, job description and person specification have been provided to help you decide whether you wish to apply and, if so make an effective, good quality application.

Please take the time to match your skills, experience and aspirations against these when reaching your decision.

The Application Form

It is important that you complete all sections of the form and you provide full accurate information in each section. CV's will not be accepted.

After the closing date all applications will be examined and shortlisting will take place. You will be notified at this point if your application has been unsuccessful by email or you will be invited for interview.

Details of interviews and any required tasks that you may need to prepare for will be sent to you. At this point references will be sought if permission has been given

On the day of interview, you will also be asked to bring various forms of identification and original certification as declared on your application.

Post interview

You will be contacted to advise if you have been successful or unsuccessful. If you are the successful candidate you will be made a verbal offer of employment which will be followed up with a conditional job offer. The pre employment checks include:

References

Health check

Proof of the right to work in UK

DBS clearance

Proof of Identity

Qualifications verification

Once all clearances are in place a start date will be confirmed and followed up with a final offer letter

Where to Find Us



Contact Details

Walbottle Academy
Hexham Rd, Walbottle, Newcastle upon Tyne NE15 9TP
Phone: 0191 267 8221
Email: walbottle.enquiries@northerneducationtrust.org
Web: <https://wba.northerneducationtrust.org>

Job Advert



Walbottle Academy is an inclusive school which is committed to enhancing student outcomes and life chances.

In September 2020 we academised and joined the NET family of schools. This is an exciting time for our academy, and we seek to appoint staff who share our passion and vision for our young people and want to be part of our journey.

We can offer you an excellent opportunity for career progression both within the Academy and the Trust as well as a supportive professional environment with an ambitious leadership team and a clear vision for the academy.

Please return completed application forms to wba-recruitment@northerneducationtrust.org by Monday 17th May 2021.

For further information contact Sophie Martin on telephone number 0191 2678221 or email s.martin2@northerneducationtrust.org

Walbottle Academy is committed to Safer Recruitment. Pre-Employment Checks will be undertaken prior to appointments being confirmed. Positions are subject to Enhanced DBS Checks. We expect all adults who work in our academy to share our commitment to Safeguarding and the Health and Well-Being of our Students.



Job Description

Northern Education Trust – Job Description

Job Title:	121 Tutor (Catch up funding)		
Base:	Academy + remote provision		
Reports to:	Director of Subject/Head of Faculty	Grade:	
Service responsibility:		Salary:	£26.39/hour (QTS or equivalent) £15.84/hour (None QTS)
Additional:	Travel may be required across NET sites.	Term:	Casual (potential to work evenings and weekends)

JOB PURPOSE

- Carrying out the professional duties of a tutor as circumstances may require and in accordance with Trust policies, under the direction of the Principal
- Promoting the achievement of high standards through effective mentoring, teaching and learning within subject area, preparation and evaluation
- Being central in the delivery of the ECM agenda, paying regard to the provision of personalisation for students
- Modelling the vision and values of the Trust
- Being part of the team of Northern Education Trust
- Receiving and acting on feedback to build on the strengths and improve personal performance within the Academy systems
- Recognising, promoting and celebrating diversity.

JOB SUMMARY

- To plan, prepare and carry out 1-2-1 tutoring of students specifically in literacy and/or numeracy and English and/or mathematics, potentially working evenings/weekends in some cases, in both face-to-face and remote settings.
- Planning interventions for individuals or small groups of students
- Using data on students derived from within-school data (CAT, STEP, Reading Assessment Data) to implement provision for catch up for students
- Using effective assessment techniques to assess progression of students during and following interventions
- Leading on improving rates of progression for identified students by liaising with key stakeholders about their learning

- Identifying gaps in knowledge and skills using assessment for learning in order to plan and deliver progression over a series of interventions over time
- Recording and assessing impact of interventions over time
- Liaising as required, with a range of contacts, to include: Principal, class teacher etc., to discuss student progress, achievement and attendance
- Discussing reasons for underperformance with students, through interview
- Assisting in the development of suitable intervention material, appropriate lesson plans, resources, schemes of work and teaching strategies.
- Keeping a log on students who undertake intervention and assist on the recording and reporting procedures
- Supporting exam revision sessions as required
- Attending maths, English or science departmental meetings as required
- Working with other professionals such as Learning Managers and Teaching Assistants to support students
- To take part in the academy's staff development programme by participating in arrangements for further training and professional development as required
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
-

General

1. To participate in wider Trust meetings and working groups as required.
2. To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
3. To comply with the Trust and academy's policies and procedures at all times.
4. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.
5. To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records)
6. To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The job description will be reviewed as appropriate and may be subject to amendment or modification at any time after consultation with the post holder.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: Date:

Person Specification

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview / Task
QUALIFICATIONS / TRAINING				
1.	Educated to 'A' Level standard in relevant subject	E	X	
EXPERIENCE				
2.	Familiarity with literacy or numeracy intervention programmes	D	X	X
3.	Previous experience as 121 tutor	D	X	
ABILITIES, SKILLS AND KNOWLEDGE				
4.	Understanding of learning needs	E	X	X
5.	Understanding of health and safety issues and good practice	E	X	X
6.	Good organisational and personal management skills	E	X	X
7.	Effective planning and teaching	E	X	X
8.	Ability to develop good working relationships with students and staff	E	X	X
9.	Effective behaviour management	E	X	X
10.	Good ICT skills	E	X	X
PERSONAL QUALITIES				
11.	A belief in maintaining high standards	E	X	X
12.	Effective time-management	E	X	X
13.	Commitment to self and team development	E	X	X
14.	The ability to meet deadlines	E	X	X

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The following methods of assessment will be used:

- Technical Assessment of application against criteria
- Activities designed to provide evidence to assess against Person Specification
- Presentation
- Interview

Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced DBS Certificate
2	Additional criminal record checks if applicant has lived outside the UK
3	Medical clearance
4	Qualifications essential to the post
5	Two references from current and previous employers (or education establishment if applicant not in employment)

