

Job Description



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| 1. Title of Post: | English Tutor |
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| 2. Accountable and Responsible to: | The English Performance Leader |
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| 3. Grade: | Tutor Grade |
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4. Main Purpose of the Job:

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| 1. | To deliver English intervention, both one-to-one and with small groups. |
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5. Main Responsibilities of the Job:

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| 1. | Working with identified students to ensure they make at least expected progress. |
| 2. | Working with the English Performance Leader to understand the needs of the identified students. |
| 3. | Undertaking appropriate activities with either individuals or groups of students to ensure their educational development. |
| 4. | Writing and implementation of English intervention activities appropriate to the student's needs and their level of study. |
| 5. | Managing and planning the creation of resources for delivery to individuals and groups. |
| 6. | Working to establish a supportive relationship with the students concerned. |
| 7. | Promoting and reinforcing the students' self-esteem. |
| 8. | Monitoring individual progress and discussing with the English Department staff as necessary. |
| 9. | Occasionally working in class with small groups or one-to-one to support the education achievement of identified students. |
| 10. | Being aware of schools policies and procedures. |
| 11. | Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate. |
| 12. | Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms. |

| Person Specification | Essential | Desirable |
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| GCSE English and Maths at A*-C (or equivalent) | Yes | |
| Higher level qualification in English | Yes | |
| Knowledge of the new AQA English Language GCSE (to be examined in Summer 2017) | Yes | |
| Previous experience of working with children in English | Yes | |
| Experience of planning and delivering support in English | Yes | |
| Excellent awareness of child protection and safeguarding policies | Yes | |
| Excellent communication skills | Yes | |
| Basic computer skills (Word, Excel, Powerpoint, Email and Internet use) | Yes | |
| The ability to maintain confidentiality | Yes | |
| Awareness of the Data Protection Acts | Yes | |
| Teaching qualification | | Yes |

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.