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**Job Description for Key Stage 2 Tutor**

**Purpose**

To carry out the duties of the Teacher in accordance with the Teachers’ Pay and Conditions Document and other relevant statutory provisions.

To facilitate, support and monitor the overall progress and development of your groups.

To foster a learning environment and educational experience which provides all pupils with the opportunity to fulfil their potential.

To share in the development of the school curriculum, teaching materials, teaching programmes, methods of teaching and assessment and their review.

To support, and actively contribute to, the safeguarding of all children.

**Responsible for:**

Teaching small groups of pupils in order to ensure that they make accelerated progress.

Co-operation and liaison with other professionals including fellow staff and colleagues from external agencies (for example, specialist teachers from the LEA support services, health professionals and social workers).

**Generic Responsibilities:**

To teach pupils according to their individual educational needs.

To assess, record and report on the attendance, progress, development and attainment of assigned pupils.

To ensure a high quality learning experience for pupils, which meets internal and external quality standards.

To use a variety of delivery methods appropriate to pupils’ learning styles and the varying demands of curriculum areas.

To provide a positive and safe learning environment.

To encourage high standards of work, performance and presentation.

To encourage good attendance and punctuality.

To set high expectations for pupils’ behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school’s behaviour policy.

To communicate effectively with parents of pupils and with persons or bodies outside the school who are concerned with the welfare of pupils (following consultation with appropriate staff).

To contribute to the personal, social, health, citizenship and enterprise education of pupils according to school policy.

To work as a member of a designated team and contribute positively to effective working relationships within the school.

To actively engage in the process of performance management.

To follow and actively promote the school’s policies.

To comply with health and safety policy.

To abide by school risk assessments as appropriate.