****JOB DESCRIPTION

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| **JOB TITLE** | **1:1 Tutor** |
| **GRADE BAND** | **Flat hourly rate paid for casual post** |
| **RESPONSIBLE TO** | **Vice Principal for Raising Standards** |
| **DEPARTMENT** | **Maths or English** |
| **DATE JD/PS SIGNED OFF** |  |

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| --- | --- |
| **SIGNED** |  |
| **PRINTED** |  |
| **DATED** |  |

**SAFEGUARDING COMMITMENT**

**The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.**

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| **JOB PURPOSE** |
| Provide robust and effective education to a designated set of students in accordance with the requirements of the school and Trust, keeping in line with the school`s visions, values and schemes of work and any policies of the Trust and Governing Body.   To share the responsibility for the well-being and discipline of all students.   To provide small group and 1:1 management of tutoring in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students. |

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| **MAIN TASKS, DUTIES & RESPONSIBILITIES** |
| To plan teaching to achieve progression in students' learning through:   * Identifying clear and appropriate teaching objectives and content & specifying how these will be taught and assessed; * Liaising with the Head of Faculty to ensure that the teaching and learning follows the curriculum intent and implementation * Setting individual work, which challenges the student/s and ensures high levels of student interest; * Setting appropriate expectations for students’ learning, motivation and presentation of work; * Setting clear targets for students’ learning, building on prior attainment * Providing clear structures for tutoring sessions which maintain pace, motivation and appropriate challenge for the student; * Making effective use of assessment information on the students’ attainment and progress   Teaching:   * Ensure effective teaching so that objectives are met * Establish and maintain a purposeful working atmosphere * Set high expectations for behaviour in line with school policy * Use knowledge and experience of range of SEN needs * Be familiar with the SEN Code of Practice and the school policy on supporting students with SEN including implementing any Individual Provision Maps * Evaluate own teaching critically and use this to improve effectiveness. |
| **ADDITIONAL DUTIES & RESPONSIBILITIES** |
| * The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. * In fulfilling the requirements set out in this job description, the post holder will apply the TWHF’s commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs. * In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role. |

PERSON SPECIFICATION

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| **Method of Assessment** This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed | **Essential or Desirable** | **Application Form** | **Interview Stage** |
| **Qualifications, Education and Training** |  |  |  |
| Qualified Teacher Status | D | X |  |
| Assessed as a good or outstanding teacher | E | X |  |
| Relevant specialist qualifications and experience in your subject specialism | E | X |  |
| Evidence of continuing professional development | E |  | X |
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| **Experience and Knowledge** |  |  |  |
| Thorough knowledge and understanding of the curriculum requirements and developments within your subject specialism | E | X | X |
| Evidence of commitment to the principles and policies of equal opportunities | D |  | X |
| Secure knowledge and understanding of a range of assessment for learning strategies | E |  | X |
| Secure knowledge and understanding of how to make effective personalised provision for all pupils, including those for whom English is an additional language and pupils who have special educational needs | E | X | X |
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| **Skills and Abilities** |  |  |  |
| Ability to use assessment to raise standards of achievement | E | X | X |
| Ability to teach any of the noted: KS3 and KS4 | E | X | X |
| Work closely with leadership team taking a leading role in developing, implementing and evaluating policies and practice | E |  | X |
| Ability to motivate and inspire individual students | E |  | X |
| Ability to motivate colleagues to recognise and respond to the diverse needs of learners | E |  | X |
| Ability to design opportunities for learners to develop their thinking and learning skills within your subject area | D |  | X |
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| **Values and Behaviours** |  |  |  |
| Good communication skills | E |  | X |
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| **Contacts and Relationships** |  |  |  |
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| **Physical, Mental and Emotional Demands** |  |  |  |
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| **Special Requirements** |  |  |  |
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