

## JOB DESCRIPTION AND PERSON SPECIFICATION

<p><b>Job Title:</b> Tutor</p>	<p><b>Grade:</b> £25 per hour (unqualified teacher status) £36 per hour (qualified teacher status or significant demonstrable industry experience)</p>
<p><b>Job Family:</b> Teaching</p>	
<p><b>Overall Purpose of Job:</b></p> <p>As a Tutor, you will support identified students, either in small groups or on a one-to-one basis.</p>	
<p><b>Main Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. You will deliver tuition through an organised approach to support the learning of identified student(s) in order to raise their levels of attainment.</li> <li>2. You will lead on improving the rates of progression for identified student(s) by liaising with the key stakeholders about their learning.</li> <li>3. You will meet with the class teacher before tutoring in order to identify areas for development and support, plan the student's personalised learning programme and agree required outcomes.</li> <li>4. You will establish a relationship and understanding of learning needs before tutoring begins and agree time and location of tutoring.</li> <li>5. You will liaise with the class teacher during the tuition.</li> <li>6. You will provide feedback to the class teacher/Senior Leadership Team (SLT) and agree next steps.</li> <li>7. You will liaise, as required, with a range of contacts, including Principal, Class teacher and/or subject leader and student(s).</li> </ol> <p><b>General</b></p> <ol style="list-style-type: none"> <li>8. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay.</li> <li>9. You will participate in training and other learning activities and performance development as required.</li> <li>10. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.</li> <li>11. You will ensure strict confidentiality in all areas of work.</li> <li>12. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).</li> <li>13. You will 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).</li> <li>14. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.</li> <li>15. You will always comply with the Trust's policies and procedures.</li> <li>16. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.</li> </ol>	
<p><b>Knowledge, Skills and Experience</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Educated to A' Level standard in relevant subject (A/I)</li> <li>• Ability to be an excellent classroom practitioner (I/R)</li> <li>• Understanding of health and safety issues and good practice (A/I)</li> </ul>	

- Strong organisational and personal management skills (A/I)
- Effective planning and teaching (A/I/R)
- Effective behaviour management (A/I/R)
- An ability to demand high standards (A/I/R)
- Work independently and be a team player (A/I/R)
- An ability to develop good working relationships with students and staff (A/I/R)
- Effective time-management (A/I)
- The ability to meet deadlines (A/I)
- Good ICT skills (A)

**Desirable**

- PGCE/Cert Ed (A/C)
- Qualified Teacher Status (QTS) (C)
- Previous experience of working with young people (A/I)
- Experience of delivering similar courses (A/I)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

**Behaviours:**

- Polite
- Punctual
- Reliable
- Flexible
- Passion for learning
- Clear communicator
- Takes initiative
- Self-motivated
- Resilient
- Determined to succeed
- Team player
- Emotionally intelligent

**Contacts and Relationships:**

**Managers** - in daily contact with senior leaders/Principal

**Support Staff** – in daily contact with support staff who are involved in classroom support, cleaning, catering, site supervision and health and safety.

**Trust Staff** – in regular contact with Trust staff within the wider Education team (e.g., Directors of Learning, Executive Leaders).

**External** – in contact with parents/carers, as required.

**Note:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.