



Home Tutor & Teaching Assistant (Temporary - Term Time Only) Application Pack

The Dukeries Academy,
New Ollerton, Nottinghamshire

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New Ollerton, Nottinghamshire



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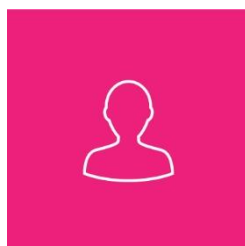
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Improving Education **Together.**



01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



02. The Dukeries Academy Information

The Dukeries Academy is part of the Academy Transformation Trust family of academies.

Rated as 'Good' by Ofsted in October 2016, at The Dukeries Academy, we provide a high quality environment to support learning and personal growth.

Our ambition is to stimulate success and academic achievement through a diverse curriculum coupled with an outstanding and nationally recognised reputation for student support and community involvement.

Our teaching methods will provide a firm foundation for our pupils learning, while giving them the opportunity to explore and to find out who they are and what they want to do. We are passionate about innovative teaching, whether through IT, varied teaching methods or community involvement. This is a world-class education.

Our aim is to broaden horizons by educating the whole person and providing the environment for families to learn and grow together. To support this we also offer an extensive range of further education courses.

To find out more, please visit www.dukeries.attrust.org.uk.



THE DUKERIES
ACADEMY

03. Job Description

Home Tutor & Teaching Assistant, Secondary Academy

Hours:

18.5 hours per week, term time only. Working days are Monday to Friday.

Job Purpose:

To improve the academic achievement of identified students who are hard to reach, have difficulties with attendance or are vulnerable to exclusion.

To deliver elements of the academic curriculum, with guidance from subject leaders, to enable students to achieve exam success.

Key responsibilities are:

- > To work as a team with the relevant staff (Progress Leaders, Subject Leaders, and Success Centre Manager) on devising and delivering relevant subject content.
- > To develop a one-to-one/small group tutoring relationship with students identified as needing support and to devise, implement and evaluate programmes of study in conjunction with teachers.
- > To advise on the adjustment of individual programmes of study based on the needs of individual students.
- > To provide tutoring in the homes of identified students as well as on the Academy site.
- > To have knowledge of a range of activities, courses, teaching strategies and opportunities that could be drawn upon to improve students learning.
- > To produce appropriate resources for curriculum delivery.
- > To maintain regular contact and/or conduct meetings with families/carers of children in need of extra support, to keep them informed of the child's needs and progress, and to secure positive family support and involvement.
- > To support students with exams including acting as a reader/writer where appropriate.
- > To keep appropriate records and carry out assessments to monitor students' progress including diagnostic testing.
- > To support additional sessions that are linked to the promotion of the curriculum.



- > To support assessment procedures and processes (including exam invigilation)
- > To support the work of students and staff in the pastoral curriculum.
- > To undertake to participate in an annual professional review.
- > 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, following consultation with the Recognised Trade Unions.
- > The post holder will be expected to take an active part in appraising their own work against agreed priorities and targets in accordance with the Academy's management supervision guidelines.
- > The post holder will be expected to maintain confidentiality and observe data protection guidelines.
- > The post holder will be expected to undertake any necessary training associated with the duties of the post.
- > To undertake any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- > To be responsible for own health and safety and that of pupils and staff, in accordance with the Academy Health and Safety policies to ensure wellbeing of all people on site

Job Context

- > To provide complementary services to teachers, inclusion staff, Progress Leaders and Subject Leaders in support of targeted students.



04. Person Specification

Home Tutor & Teaching Assistant, Secondary Academy

	Essential	Desirable
Experience	<ul style="list-style-type: none">• Experience of working with the 11-16 age group• Experience of working with young people who are vulnerable or hard to reach.• Experience of working with young people in a structured way.• Experience of working as part of a team and liaising with colleagues.	<ul style="list-style-type: none">• Experience of a secondary school environment.• Experience of working with young people who have barriers to learning.
Education & Training	<ul style="list-style-type: none">• GCSE grade C+ in a range of subjects including English and maths.• Strong literacy and numeracy skills	<ul style="list-style-type: none">• Evidence of appropriate FE/HE.
Knowledge	<ul style="list-style-type: none">• Knowledge and understanding of the secondary phase of schooling and a range of related subjects.• Knowledge and understanding of strategies needed to help and support students with learning.	<ul style="list-style-type: none">• Knowledge of the curriculum at KS3 and KS4.• Knowledge and understanding of support available through external agencies.
Skills/Aptitudes	<ul style="list-style-type: none">• Able to work with students of a range of abilities, particularly those who may be disaffected with school or disengaged from the learning process.• Able to work in an independent way.• Able to show flexibility and resilience in working practice.• Good personal organisation and administration.• Able to demonstrate unconditional positive regard for young people.	<ul style="list-style-type: none">• Willingness to continually develop knowledge and learn new skills to respond to the varied needs of young people.
Specific Requirements	<ul style="list-style-type: none">• Competent and confident in the use of ICT.• Commitment to improving the lives and learning opportunities of young people.	<ul style="list-style-type: none">• Flexible working• Current full driving licence



05. How to apply

The Dukeries Academy,
New Ollerton, Nottinghamshire

Salary:

NJC Pt 19-23, £8,165 - £9,108 per annum, actual salary paid

Closing date:

Friday 18 January 2019, Midday

Interviews:

TBC

Start Date:

As soon as possible.

Fixed term ending June 2019

Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01623 860545.

Applying

Please apply by visiting

www.academytransformationtrust.co.uk/vacancies

Forward as one. Improving Education Together.

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