**Job Title: Phonics Tutor**

**KR3** Reports to:

**Class Teacher** for day to day supervision and instruction

**Inclusion Manager** who will oversee appropriate deployment

**Headteacher** – who has overall responsibility for the School.

**Job Holder’s Name:**

**Date:**

**PURPOSE OF JOB**

To teach synthetic phonics programmes such as Read, Write Inc working 1:1 and with small groups of children to ensure they become successful readers. As a Read Write Inc school you will receive full training on how to teach Phonics both at group level and on an individual basis.  A willingness to learn new skills and develop consistent practice, built upon by regular monitoring and feedback is essential.

Your day will predominantly be spent as a 1:1 tutor to support children from Year 1 upwards who have been identified as in need of additional intervention to meet national expectations.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

**Teaching and learning**

1. Assist in the educational and social development of pupils under the direction and guidance of the head teacher, phase leader and class teachers

2. Assist in the implementation of Phonics Programmes for pupils and help monitor their progress

3. Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities

4. Work with other professionals, such as speech therapists and occupational therapists, as necessary

5. Assist class teachers with maintaining student records

6. Support students with emotional or behavioural problems and help develop their social skills

**Administrative duties**

1. Prepare and present displays of students' work

2. Support class teachers in photocopying and other tasks in order to support teaching

3. Undertake other duties from time to time as the head teacher requires

4. Keep records of interventions as required by the Inclusion Manager and file them termly.

**Standards and quality assurance**

1. Support the aims and ethos of the school

2. Set a good example in terms of dress, punctuality and attendance

3. Attend team and staff meetings

4. Undertake professional duties that may be reasonably assigned by the head teacher

5. Be proactive in matters relating to health and safety

**Other Duties**

1. Be included in the supervision rota for lunch and play time