

Job details

Job title: Tutor

Salary: Competitive

Hours: 37.5hrs

Contract type: Full-time and Permanent

Reporting to: Senior Leaders

Job Purpose

- To carry out the professional duties of a tutor as circumstances may require and in accordance with the school's policies under the direction of the Headteacher/Deputy Headteacher.
- To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

Areas of Responsibility and Key Tasks

Planning & Tutoring

Tutor allocated students by planning their sessions to achieve progression of learning through:

- identifying clear tutoring objectives and specifying how they will be taught and assessed;
- setting tasks which challenge students and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- be aware of and make provision for students who are AEN/SEN, very able, LAC or who have other particular individual needs;
- providing clear structures for lessons maintaining appropriate pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective tutoring and best use of available time;
- maintaining discipline/engagement in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and self directed work;
- using a variety of teaching methods to:
 - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - use effective questioning, listen carefully to students, give attention to errors and misconceptions
 - select appropriate learning resources and develop study skills through library, ICT and other sources;
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching/tutoring critically to improve effectiveness;
- liaise with the SLT to ensure the implementation of policy and best practice.

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of learning;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
- undertake assessment of students as requested by examination bodies, departmental and school procedures;
- prepare and present informative reports to parents;
- undertake assessment of students and participate in the school's system for reporting to parents.

Curriculum Development

- Work with subject leads to design and deliver an appropriate curriculum programme.

Pastoral Duties

- be a tutor to an assigned group of students.
- promote the general progress and well-being of individual students;
- liaise with the Pastoral Leader to ensure the implementation of the school's pastoral system;
- contribute to the preparation of Action Plans and progress files and other reports;
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- contribute to Enrichment, SMSC, PSHE and citizenship and enterprise according to school policy.

Other Professional Requirements

- have a working knowledge of a tutor's/teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- know subject(s) or specialism(s) to enable effective teaching;
- take account of wider curriculum developments;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take part in marketing and liaison activities such as, Parent visits, Review days and events;
- take responsibility for own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ Qualified teacher status or recognised equivalent ➤ Degree
Experience	<ul style="list-style-type: none"> ➤ Teaching/Tutoring experience ➤ Experience of working with students with SEN (desirable) ➤ Experience of working flexibly off site and independently.
Skills and knowledge	<p>The ability to effectively:</p> <ul style="list-style-type: none"> ➤ Create a stimulating and safe learning environment. ➤ Establish and maintain a purposeful working atmosphere. ➤ Plan, prepare and deliver the curriculum as relevant to the age and ability /subject that you teach, other relevant initiatives and the school's own policies. ➤ Assess and record the progress of students' learning to inform next steps and monitor progress. ➤ Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom. ➤ Teach using a wide variety of strategies to maximize achievement for all children including those with special educational needs and high achievers and to meet differing learning styles. ➤ Encourage children in developing self-esteem and respect for others. ➤ Deploy a wide range of effective behavior management strategies, successfully. ➤ Communicate to a range of audiences (verbal, written, using ICT as appropriate). ➤ Use ICT to advance students' learning and use common ICT tools for their own and students' benefit.
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to getting the best outcomes for students and promoting the ethos and values of the school in a 1:1 context ➤ Commitment to equal opportunities and securing good outcomes for students with SEN or a disability ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 19/11/2024

Next review date: