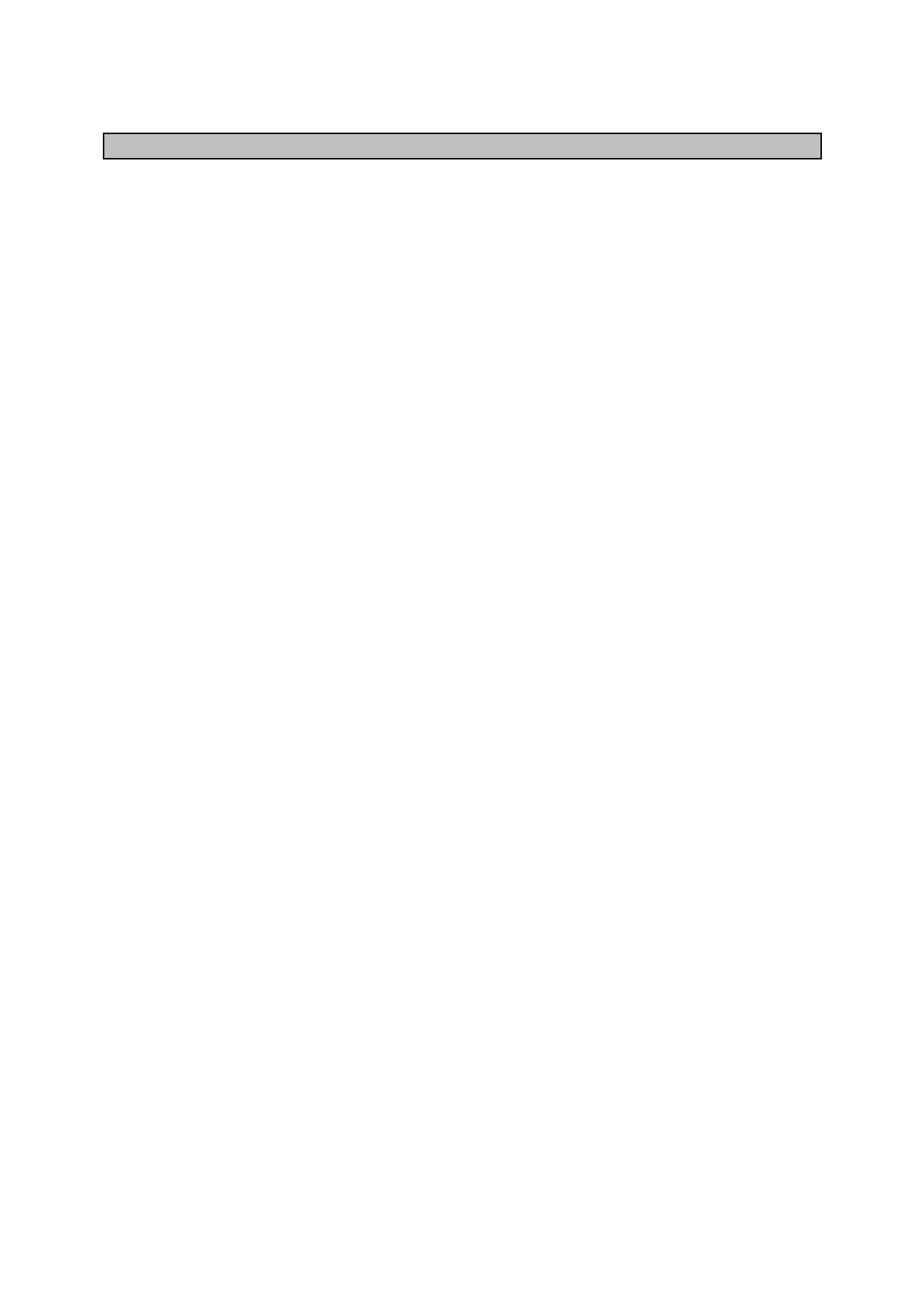
**Graduate Tutor**

**Job Description and Person Specification**

**1. INTRODUCTION**

**1.1**  **NAME OF POST HOLDER:**

**1.2**  **Post Title:**  **GRADUATE TUTOR**

**1.3**

**1.4**

**Key Responsibility:**

**Post Purpose:**

To undertake a training year and gain valuable school experience. To provide support for pupils in their

learning and make a significant contribution to the

extra-curricular life of the school.

1. To support an appropriately broad; balanced,

relevant and differentiated curriculum for pupils

and to work within a designated curriculum area as

appropriate.

2. To support and accelerate the progress of targeted

pupils:

• Supporting groups/individuals within lessons.

• Delivering intervention programmes to

group/individuals.

3. To assess, record and feedback on progress and

attainment of pupils.

4. To facilitate and encourage a learning experience

which provides pupils with the opportunity to

achieve their individual potential.

5. To contribute to raising standards of pupil

attainment.

6. To share and support the school's responsibility to

provide and monitor opportunities for personal and

academic growth.

7. To undertake a graduate tutor research project.

**1.5**

**1.6**

**1.7**

**1.8**

**1.9**

**1.10**

**Responsible to:**

**Reporting to:**

**Responsible for:**

**Liaising with:**

**Working Time:**

**Salary/Grade:**

Headteacher / Designated SLT Member

Assigned Class Teachers

The support of full learning experience and support for

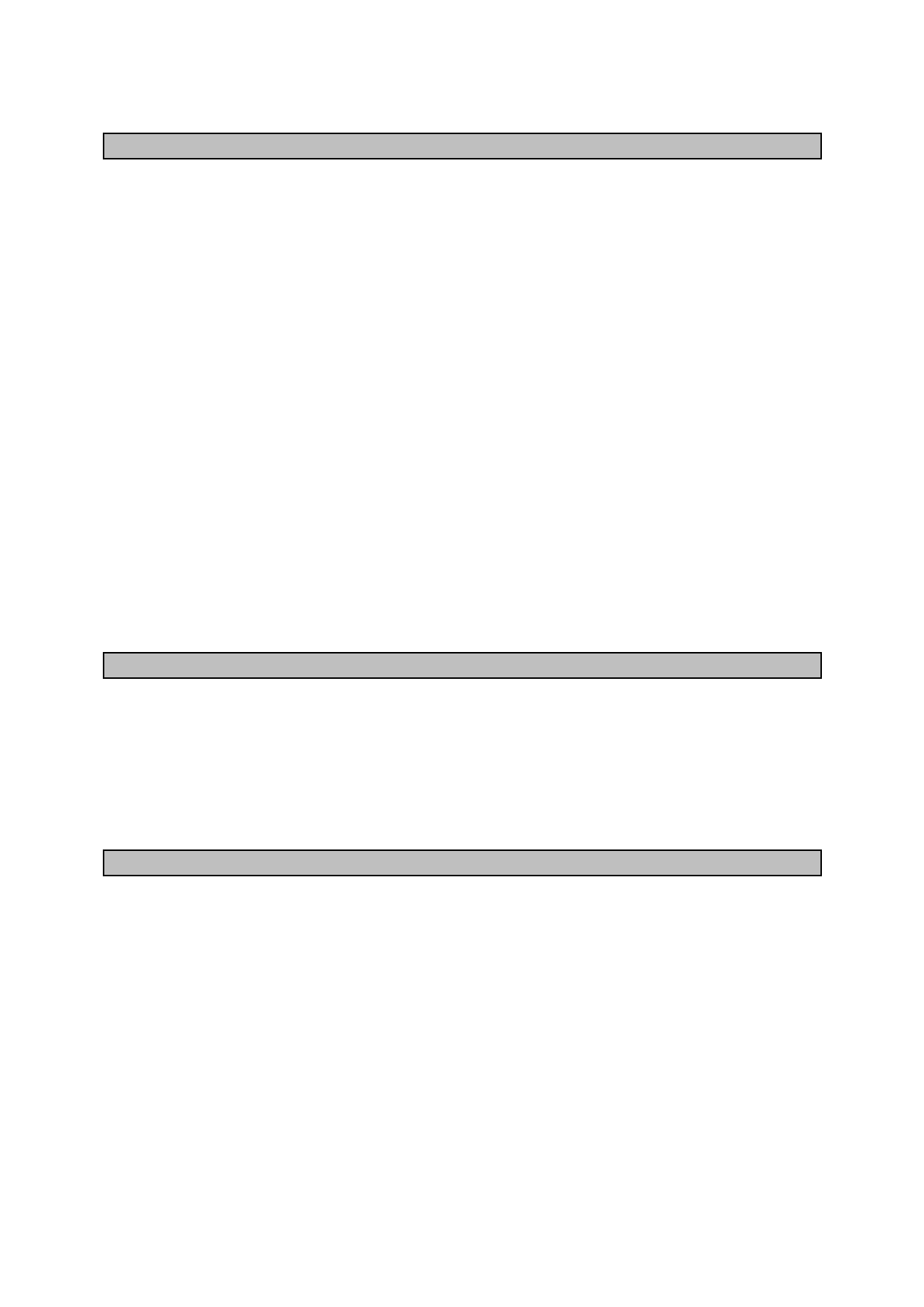
pupils

Headteacher, Senior Leadership Team, Inclusion Manager, Teachers and Support Staff

35 hours per week

£17,364 pro rata (45 weeks - 39 term time weeks + 5 weeks’ holiday)

Graduate Tutors are employed on a fixed term contract.

**2. ACTIVITIES AND RESPONSIBILITIES**

**With pupils**

• To undertake a range of routine tasks to support learning.

• To plan and carry out activities with pupils which enable them to make rapid

progress.

• To work with teachers to assess progress.

• To assist in class with individuals or small groups.

• As appropriate to support pupils with physical needs.

**With teachers**

• To undertake routine tasks to support the teacher e.g. preparing materials,

display work.

• To utilise your own subject knowledge to contribute to the school.

**Support for enrichment activities**

• To contribute to the extra-curricular life of the school through clubs before school,

at lunchtime or after school.

• To take part in trips and visits as part of the curriculum offer to pupils.

**Additional**

• To contribute to the moral and spiritual development of each pupil in line with the

school's ethos.

**3. PROFESSIONAL DEVELOPMENT**

• To support your own learning by taking part in regular feedback and evaluation

sessions as part of the graduate team.

• To reflect and feedback on your own learning.

• To take part in regular training activities in school.

**4. SCHOOL ETHOS**

• To play a full part in the life of the school community, to support its distinctive

mission and ethos to encourage staff and students to follow this example.

• To support the school in meetings its legal requirements.

• To promote actively the school's corporate policies, including the dress code.

• To comply with the school's health and safety policy and undertake risk

assessments as appropriate.

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

**5. SIGNATURES**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for

disabled job applicants or continued employment for any employee who develops a

disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate

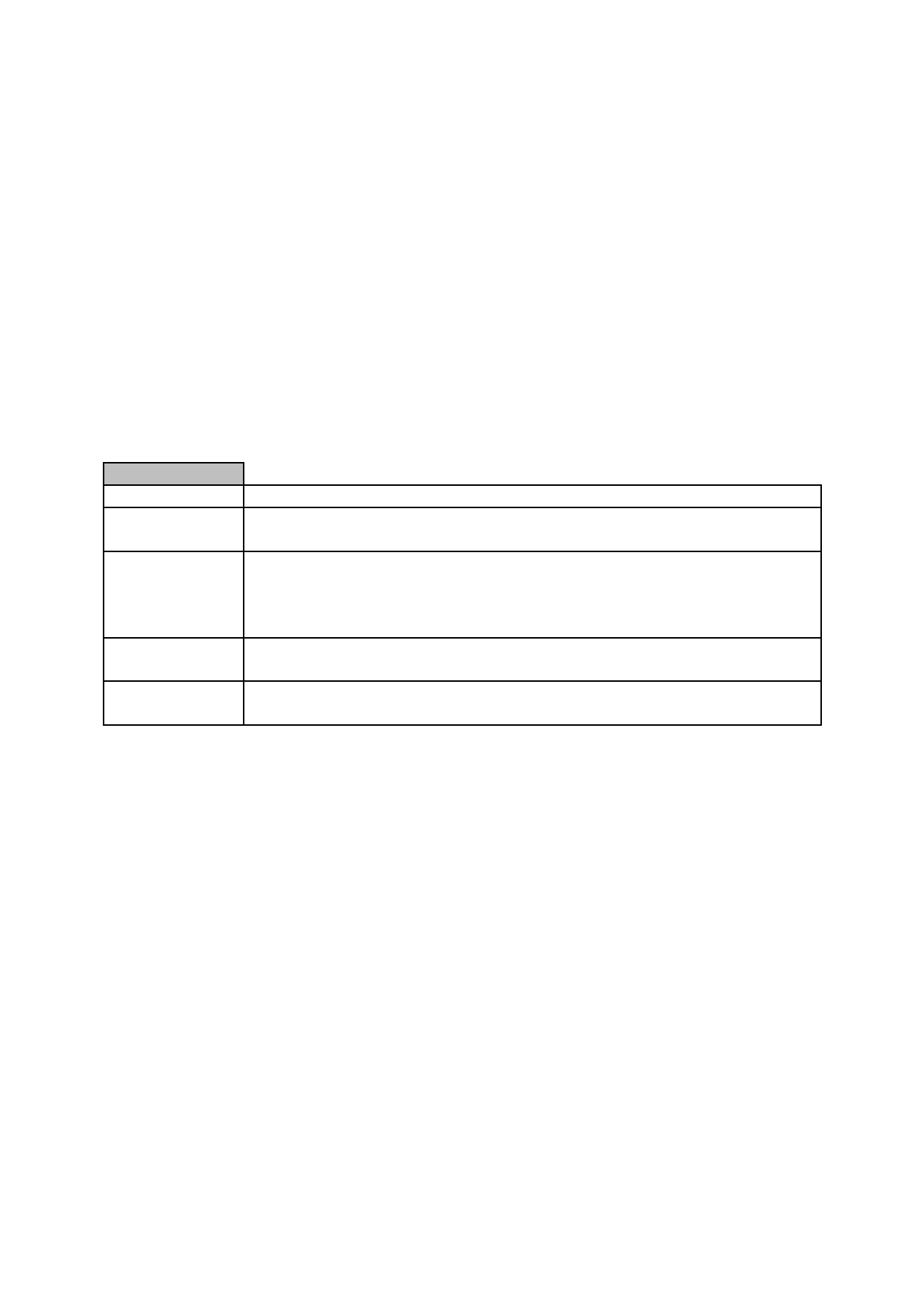
changes in the job requirements which are commensurate with the job title and

grade.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Teacher)**  **(Headteacher)**

**Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Graduate Tutor Research Project**

**Aim:** To engage in a piece of active research in an area of educational interest

**Your research should …..**

• Be focused on an area of education that is of interest to you.

• Be related to teaching and learning.

• Involve some form of active research e.g. working with a class to try resources or

gathering pupil/teacher perceptions.

• Be something that you are willing to share with teaching staff in written form.

• Be shared as a short presentation with the Teachers' Learning Community.

**Suggested timeline**

**Term**

**Autumn 1**  • Explore potential areas for research

**Autumn 2**  • Define project title

• Read and review some educational literature on the topic

**Spring 1**  • Engage in active research which might include….

o Developing and trailing resources

o Establishing pupil or teacher perceptions on a subject

o Evaluating resources

**Spring 2**  • Write up project

• Submit draft project to designated member of SLT

**Summer 1**  • Submit final project to SLT

• Share project with staff and Governing Body.

**Presentation of project**

Projects can be presented in one of two formats:

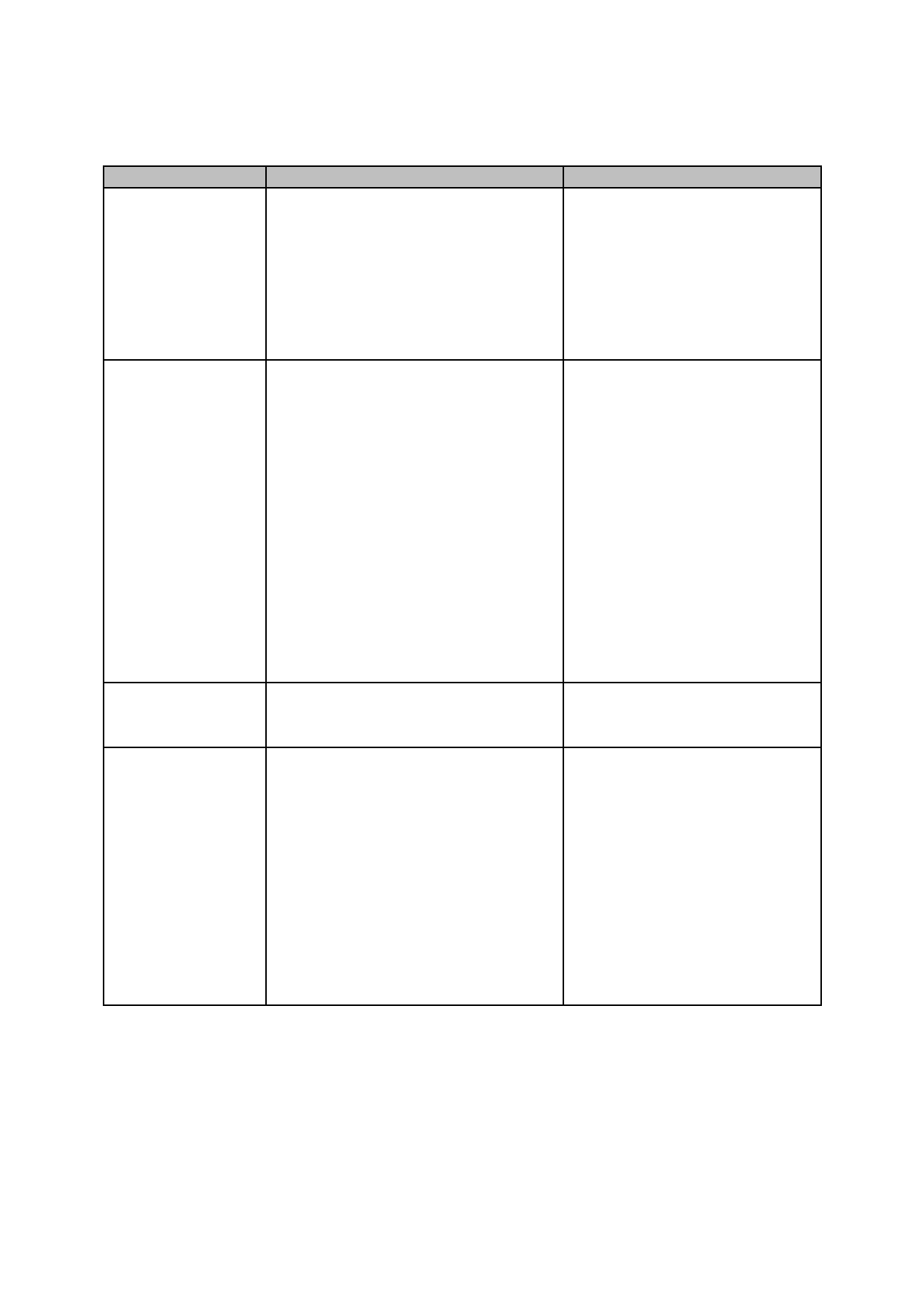
1. An A3 poster

2. An essay of no more than 3000 words

The project will also be presented to Governors.

**Deadlines**

TBA

**Person Specification: Graduate Tutor**

**Person Profile Education and**

**Qualifications**

**Essential**

• Good honours degree (2:1 or

above)

• Good literacy and numeracy

skills (Grade B or better at

GCSE)

• Aspirations to work with young

people in a professional role

**Desirable**

• Additional extra-curricular

qualifications or

experience.

**Interpersonal**  • Good communication skills

**and**  • Ability to work in a team

**Communication**  • Ability to use own initiative

**Skills**  and work independently

• Good understanding of the

need for confidentiality

• Ability to develop good

working relationships

• Flexibility

• Sensitivity to and the

understanding of the needs of

students

• Ability to encourage, motivate

and engage young people

**Relevant**  • Experience with working

**Experience**  with young people

**Additional**  • Willingness to go the extra

**Requirements**  mile to gain experience and

support young people

• Enhanced DBS check (this

will be undertaken if offered

the post)

• Excellent IT skills to support

your own learning

• Willingness and ability to

seize opportunities as they

arise.