

**Job description: Tutor**

Responsible to Head of Centre

Generic responsibilities:

* Carrying out the professional duties of a tutor as circumstances may require and in accordance with school policies, under the direction of the Head of Centre.
* Promoting the achievement of high standards through effecting mentoring, teaching and learning within subject area, preparation and evaluation
* Modelling the vision and values of the school.
* Being part of the team of the GFC School.
* Receiving and acting on feedback to build on the strengths and improve personal performance within the school systems.
* Recognising, promoting and celebrating diversity.

Main duties and responsibilities:

* Planning, preparing and leading in a variety of subjects and lessons.
* Delivering intervention programmes to individuals preparing relevant and appropriate learning experiences in conjunction with other staff.
* Assisting in the development of suitable intervention material and records.
* Liaising regularly with teachers to inform them of progress and provide relevant feedback.
* Attending meetings as required.
* Working with other professionals.
* Complying with the school’s Child Safeguarding Procedures including regular liaison with the Designated Safeguarding Lead over any safeguarding issues or concerns;
* Complying with the schools policies and procedures at all times.
* Undertaking other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
* Assisting in the development of appropriate lesson plans, resources, schemes of work and teaching strategies.
* Contributing to Curriculum Area development.
* Reporting on the pupil’s progress, achievement and attendance.
* Taking part in the school’s staff development programme by participating in arrangements for further training and continuing professional development as required.

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|  | Essential | Desirable |
| Qualifications | Educated to A Level standardWillingness and ability to obtain and/or enhance qualifications and training for development in the post | Qualified Teacher Status (QTS) |
| Experience | Working in a school environment.Experience and knowledge of issues affecting students and young people and how to offer supportive assistance | Working with students who have a variety of special educational needs. |
| Skills and Knowledge | Ability to support students with work up to GCSE level Ability to plan and deliver a range of subjectsExcellent communication and listening skills Ability to respect and maintain confidentiality Working knowledge of standard computer packages - word processing, email and spreadsheets Good time management and organisational skills Ability to work with students and have a real interest in the issues faced by them | Knowledge and understanding of special educational needs. |