[](https://www.google.com/imgres?imgurl=https%3A%2F%2Fwww.thegfcschool.com%2Fwp-content%2Fuploads%2F2018%2F08%2FGFC-SCHOOL-Logo.jpg&imgrefurl=https%3A%2F%2Fwww.thegfcschool.com%2F&docid=PaUb2Ocl46kj8M&tbnid=iF9PNxg_j61R-M%3A&vet=10ahUKEwiOxLa-6JvmAhWQ3OAKHTPtA9kQMwhQKAAwAA..i&w=404&h=300&safe=active&bih=655&biw=1366&q=the%20gfc%20school&ved=0ahUKEwiOxLa-6JvmAhWQ3OAKHTPtA9kQMwhQKAAwAA&iact=mrc&uact=8)

**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 standard  Willingness 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 subjects  Excellent 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. |