**Horizon Primary Academy**

**Job Description**

**Title of Post:** Graduate Tutor

**Pay Scale:** Kent Range 6

**Responsible to:** Head Teacher/ Deputy Headteacher

**Reports to:** Assigned teachers

**Job Purpose**

To work under the professional direction of a team of teachers in a year group to support and accelerate the progress of targeted pupils. This will either take the form of supporting a group within a lesson taught by a teacher or delivering intervention programmes to small groups or individuals. Tutors will be expected to assess, record and feedback on progress and attainment of pupils. All graduate tutors are employed on a one year contract.

**Principal Accountabilities**

Under the direction of class teachers:

* Use targets, guidance from class teachers and information from leaders to deliver individual or group tuition to targeted pupils
* Adjust plans and resources as appropriate within an agreed system of working.
* Assess the needs of pupils and use subject knowledge and specialist skills to support children’s learning.

**Duties:**

Support for Teachers

* Collect plans, timetables and information from key staff well in advance to ensure lessons are well prepared. If necessary, research the subject to ensure the pupils learn effectively.
* Clarify any queries with teachers before leading sessions
* Organise and manage an appropriate learning environment. Ensure all equipment and resources have been prepared in advance.
* Monitor and evaluate pupils’ responses throughout the lesson against the learning objective, success criteria and pupils’ own personal targets.
* Provide feedback to the teacher and key leaders about achievement.
* Establish a clear framework for discipline in line with the school behaviour policy. Anticipate and manage behaviour positively.
* Liaise with other teachers and teaching assistants to gain a greater understanding of the needs and support required for individual pupils.

Support for Pupils

* Set high expectations and establish effective relationships with all pupils.
* Promote the inclusion of all pupils.
* Encourage pupils by use of praise and positive responses.
* Plan for pupils to interact and use their talk partners to help them engage in group activities.
* Adapt activities if the pupil is struggling or finds the task/learning too easy. Report back to the class teacher what needed to change.
* Promote higher-level thinking by asking challenging, open questions.
* Clarify pupils’ understanding by asking them to repeat instructions.
* Record and document all learning that takes place on agreed recording sheet, ensuring all sessions are dated.

**Conduct**

* Act in a professional manner, in line with the policies and practices described in the Staff Handbook.
* Comply with all policies and procedures relating to safeguarding and child protection, equal opportunities, health and safety, confidentiality and data protection. Report any concerns to the appropriate person.
* Be aware of and support differences, and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos, work and aims of the school.
* Establish constructive working relationships and communicate with other professionals, in liaison with the teacher, to support achievement and progress of pupils.
* Comply with individual responsibilities for health and safety in the work place.
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
* The Governing Body and academy trust is committed to safeguarding and promoting the welfare of the children and expects staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the headteacher to carry out appropriate duties within the context of the job, skills and grade.

**Graduate Tutor**

**Person Specification**

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| **Essential Criteria** | **Essential** | **Desirable** |
| **Qualifications** | At least 2 good A level passes. Good degree.  Must have at least Grade C GCSE in English and Mathematics. | A minimum of 8 GCSE passes, including English and mathematics. |
| **Attributes** | Energetic and determined.  Enthusiastic.  Reliable and honest.  Committed.  Having personal impact and presence.  Good sense of humour. |  |
| **Communication Skills** | Accurate oral and written communication skills with a range of audiences.  Professional approach including sensitivity and confidentiality. | Good ICT skills. |
| **Self Management** | Excellent organisational and time management skills.  Self motivation and innovation to achieve challenging professional goals.  Flexibility of approach. | Willingness to take responsibility for own professional development.  Open minded and receptive to new ideas, approaches and challenges. |
| **Knowledge and Skills** | Good pedagogical subject knowledge, particularly in reading, writing and mathematics, including a in-depth understanding of KS2 SATs | Continuing interest in national and international developments in education. |
| **Leadership and Management** | Work as part of the whole school team, supporting and demonstrating commitment to the vision.  Deal sensitively and professionally with staff. | Ability to persuade, motivate, negotiate and influence in a leadership role. |

Horizon Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. A full DBS check will be undertaken prior to appointment.