

**Nothing is impossible**

JOB DESCRIPTION

Recovery tutor

Linked to DfE School led tutoring funding

The Downs CEP is looking to appoint an enthusiastic teacher to join our team as soon as possible. This is a term time only temporary contract linked to the DfE school led recovery fund and will be temporary until the end of 31/08/2022 in the first instance.

Are you an enthusiastic and inspirational teacher? Are you passionate about helping young people fulfil their potential? Do you have experience working with children in the primary range?  Do you have the ability to inspire children and encourage them to grow in independence and self-confidence? Would you like to be given the opportunity to support children in their learning? Then look no further!

We are seeking to appoint a hardworking and friendly teacher to support pupil premium and other disadvantaged pupils children across the school. You will have experience in enabling high quality inclusive provision linked to classroom teaching and pupil specific needs. You will teach in small groups and provide high quality and individualised feedback to children and teachers. You will take part in regular assessment and monitoring to ensure pupils remain on track and to identify areas of focus. You will also work alongside a variety of teacher to identify gaps in learning and plan accordingly.

You will need to have a high level of literacy and numeracy and experience of improving outcomes for pupils both academically and emotionally. We are looking for people who are determined to secure the absolute best for each pupil and will work hard to ensure every child achieves everything they are capable of.

**Interview process**

**Deadline for applications: Monday 1st November 2022**

**Shortlisting: Tuesday 2nd November 2022**

**Interviews: TBC**

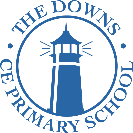
If you decide to apply for this post, please complete the application form. Your supporting statement should be no longer than 2 sides of A4 and should address the selection criteria detailed in the Person Specification.

We hope you find the information in this pack useful. Should you have any further queries, please do not hesitate to contact the school office on 01304 372486 or email [secretary@downs.kent.sch.uk](mailto:secretary@downs.kent.sch.uk)

In April 2019, The Downs CEP school became a founding member of the Deal Education Learning Alliance Trust (DEALT) which is a MAT comprised of eight local primary schools within Deal and the surrounding villages. This unique and exciting collaboration of local schools work together to ensure the very best outcomes for all pupils and their families within our town. Whilst your post will be at The Downs CEP, your contract will be with DEALT.

*Only applications submitted on the Kent Teach application form will be considered. We welcome applications regardless of age, gender, ethnicity or religion.*

*The Downs CEP School is committed to the protection and safety of its pupils. Any job offer will be subject to a satisfactory DBS check, two references and proof of qualifications.*



The Downs Church of England Primary School

**JOB DESCRIPTION: Recovery Tutor**

**Salary: Main pay scale 2 (having completed the old NQT process)**

**Hours: 4 days per week (6.5 hours per day)**

***(This is a term time temporary contract linked to DfE School led tutoring funding)***

**Responsible to: Head teacher/deputy head teacher**

**Purpose of the Job:**

To work in collaboration with the class teachers and senior leadership team to assist in the educational and social development of identified pupils.

To plan a rich learning journey which supports the identified children in closing the academic gap.

To work across the school and with small groups of children.

To work within our School, Christian and British values in school, paying due attention and regard to our school policies.

To support identified pupils in closing the gaps in their learning.

**Duties and Responsibilities:**

*Support for the resources and record keeping:*

* Duties will include monitoring the progress of all pupils both educationally and socially.
* To follow the school procedures for safeguarding all children.
* Maintain accurate records and ensure that all documentation of interventions are recorded and filed appropriately (especially matters of confidentiality and Child Protection).
* Make resources/gather materials for teachers and/or pupil (as directed by the class teacher) and assist in the clearing away of the materials to ensure effective safety and efficient teaching.
* To act as a role model by behaving in the way we expect the children to behave, for example by making sure the space you are working in is tidy and organised or by picking up litter.

*Care and support of the pupils:*

* To assist in the support and inclusion of all pupils.
* To provide support for individual pupils within a group situation to enable them to participate fully in learning activities.
* Support pupils with emotional and/or behavioural problems and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working.

*Supporting your own Professional Development:*

* To train and develop skills and expertise, both generally and specifically.
* To review and reflect on your own progress and development.
* To be an active participator in the appraisal process.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

Signed…………………………………………………………..(Head Teacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed………………………………………………………….. (Teaching Assistant) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



The Downs Church of England Primary School

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| Our requirements of you | | | |
|  | **ESSENTIAL** | **DESIRABLE** | **Method of Assessment** |
| **Professional qualifications and training** | * QTS * Current knowledge if the primary curriculum * Knowledge and skills supporting teaching and learning including knowledge of a specialist aspect of supporting learning and teaching or equivalent experience. | * Paediatric First Aid qualification would be an advantage. | Application form |
| **Experience** | * Successful relevant experience of working with primary school children | * Experience of maths and literacy strategies | Application form  References  Interview/Task |
| **Knowledge and Understanding** | * Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. * Know how to challenge and differentiate for children of varying ability. | * Able to play a piano | Application form  Interview/Task |
| **In addition** | * Ability to develop good personal relationships within a team * Have necessary skills to manage and supervise individual pupil safely – be fit and active * Ability to be able to use a range of strategies to deal with pupil behaviour – empathetic but able to set firm boundaries * Ability to use specialist equipment/ materials and be able to demonstrate and assist others in their use. * Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils’ progress, giving feedback as required. * Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. * Good communicator – be approachable and remain professional at all times when speaking with parents * Good influencing skills to encourage pupils to interact with others and be socially responsible. * Self-motivated with an appetite and stamina for challenging work. * Able to initiate ideas and put them into practice. | * The ability to contribute to an extra-curricular area. * Commitment to further training/study to widen knowledge base | Application form  References  Interview/Task |

*Evidence that the candidates meet the essential requirements will be considered during shortlisting from the application form and any personal statement provided.*

*At interview, candidates will be expected to answer questions about the teaching standards, along with personal qualities and skills and other areas not highlighted in application form or statement. The interview will also explore issues relating safeguarding and promoting the welfare of children.*