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| **School:** | **Horizon Primary Academy** |
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**Purpose of the Job:**

To teach classes of children, under the direction of class teachers so that children receive a good level of teaching and learning in the absence of their class teacher

To provided small group tuition to groups of children

**Key duties and responsibilities:**

**Teaching:**

1. Deliver lessons in all classes across the school from teacher plans

2. Assess, record and report on development, progress and attainment, including marking children’s work

3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate

4. Assess the needs of pupils and use knowledge and specialist skills to support pupils’ learning

6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate

7. Meet the needs of children with SEND and or pastoral/behavioural needs

8. Identify any potential safeguarding concerns using an enhanced understanding of safeguarding guidance, including school policies and Keeping Children Safe in Education 2021 onwards

**Tutoring:**

1. Work with teachers to assess and analyse gaps in children’s learning
2. With teachers, plan intervention or tutoring sessions to target gaps in children’s learning
3. Deliver effective small-group tutoring sessions
4. Assess children’s understanding and learning within sessions and over time and report this to class teachers
5. Adapt tutoring sessions to meet the needs of pupils, including those with SEND and behavioural needs

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | Level 2 or 3 Diploma (or equivalent) plus additional knowledge in specialist area; working at or towards professional standards for HLTA are desirable |
| **EXPERIENCE** | Successful relevant experience of working with children of relevant age within a learning environment, including those with SEND. Experience of tutoring children of different ages in the primary range. |
| **SKILLS AND ABILITIES** | Developed skills for communicating with individual, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.  |
| **KNOWLEDGE** | Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes. Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.Up to date knowledge of safeguarding practices and procedures, including Keeping Children Safe in Education 2021 onwardsA good understanding of the National Curriculum for ages that they will teach or tutor |