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| **Role** | **Grade** | **Reports to** |
| Academic Tutor  | Grade 5 | Assistant Headteacher |

**Main purpose of the job:**

To complement the professional work of teachers by taking responsibility for delivering agreed learning activities to identified groups of students.

This will involve planning, preparing and delivering learning programmes to individual and small groups in addressing the needs of students who require help to overcome barriers to areas of learning in English or Maths.

You will also be responsible for assessing the progress of students and recording assessments on the appropriate school systems.

**Key relationships:**

The main contacts of the job are: Curriculum Leader, SLT Line manager, SLT at the school, teaching staff, other support staff, students, parents, and external support services.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Main accountabilities:**

* Work with groups of students in the delivery of programmes of work to address key areas of learning.
* Assess the needs of students and use detailed knowledge and specialist skills/training/experience to support students’ learning.
* Establish productive working relationships with students, by presenting a positive personal image and setting high expectations.
* Provide effective feedback to students in relation to progress and achievement.
* Promote inclusion, independence and employ strategies to recognise and reward achievement of self-reliance.
* Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs, including assessment.
* Plan, adapt and deliver learning activities that address the barriers to learning experienced by the student(s) using the learning strategies of the English or Maths department to support the development of students’ skills.
* Select and prepare resources necessary to lead learning activities, taking account of students’ interests, language, and cultural backgrounds.
* Support the use of ICT in learning activities and develop students’ competence and independence in its use.
* Organise and manage appropriate learning environment and resources.
* Monitor and evaluate student responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
* Undertake marking of students’ work and accurately record achievement/progress.
* Administer and assess routine tests and invigilate exams.
* Record progress and achievement in lessons/activities systematically and providing evidence of a range and level of progress and attainment.
* Provide objective and accurate feedback and reports as required, to the teacher/Curriculum Leader on student achievement, progress, and other matters, ensuring the availability of appropriate evidence.
* Liaise with parents/carers and establish constructive relationships and communicate with other relevant bodies to support the achievement and progress of students.
* Support the role of parents in students’ learning and contribute/lead meetings with parents to provide constructive feedback on student progress and achievement.
* Take the lead role in the development and implementation of appropriate behaviour management strategies promoting self-control and independence.
* Ensure strategic processes are complied with in order to overcome barriers to learning e.g., behaviour management strategies.
* Accompany teachers and students on educational visits.
* Assist in maintaining high standards of health and safety at all times.
* Maintain good relationships with colleagues and work together as a team.
* Deliver out of school learning activities within guidelines established by the school.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* Take the initiative as appropriate to develop multi agency approaches to supporting students.

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement https://prospere.org.uk/about-us/vision-values.
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate.
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
* Promote and act in accordance with the Code of Conduct and all School / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy.
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations.
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents, and colleagues.
* Take responsibility for personal professional growth and development, keeping up to date with national research, engaging proactively with nationally recognised career frameworks and professional organisations.
* Attend Trust and school events as required and make a positive contribution during such events.
* Attend regular meetings before and after Trust hours, including morning briefings.
* Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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| **Person Specification** | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** |
| Proven ability in the related subjects – English and Maths. The successful candidate must have A Level within the subject, plus literacy skills at least equivalent toNQF Level 2) | D | Application |
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| **Knowledge and Experience** |
| Experience of working with children, young people, and their families within the field of education or voluntary sector. | D | Application |
| Excellent communication skills to communicate effectively, face-to-face or by telephone, with children, parents and carers. | E | Interview |
| Strong IT skills, including spreadsheets, databases, word processing, and internet/intranet /email. | D | Interview / Task |
| Ability to work independently and manage a range of tasks within fixed timescales. | E | Interview / Task |
| Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives. | D | Interview / Task |
| **Behaviours and Values** |
| Empathy and understanding of different family circumstances and barriers to learning | E | Interview |
| Personal commitment to excellence in service delivery and to ensure services are equally accessible and appropriate to the diverse needs of service users. | E | Interview |
| Self-motivation and personal drive to complete tasks to required timescales and quality standards. | E | Interview |
| Ongoing commitment to inclusive education practices and equality of opportunity. | E | Interview |
| Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values, and objectives of the organisation | E | Interview |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | E | Interview |
| Demonstrate a commitment to maintaining and developing professional knowledge and skills  | E | Application, Interview |
| Tact and diplomacy in interpersonal relationships with all stakeholders  | E | Interview |
| To be flexible and able to adapt and prioritise appropriately | E | Interview |
| Ability to work as part of a team and openly and collaboratively with multi-agency colleagues, while applying the principles of confidentiality. | E | Interview |

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.