City of London Academies Trust 

Job Description

**Post:** Academic Tutor (English)

**Accountable to:** Associate Assistant Principal – Achievement

**Grade/Range:** Unqualified Teacher Scale

**Salary:** UQT 1 (£22,849) FTE

**Working Pattern:**

Full time hours to be deployed flexibly to meet student needs

Requirement to work 9am-1pm Saturday morning

Four weeks to be worked during school holidays

**Location:** The City Academy, Hackney

**Disclosure level:** Enhanced DBS

**Responsible for:** Learning outcomes of students

**Main Purpose** To work one-on-one and in small groups with students in personalised tutoring sessions, supporting individual students with their specific care and educational requirements, in order to enable them to achieve their academic goals.

**Key Accountabilities**

# 1. Teaching and Learning:

* Teach personalised tuition sessions 1-1 and in small groups
* Be a Personal Adviser to underperforming students
* Address underachievement through providing personalised tuition as well as developing and implementing faculty strategies and approaches.
* Provide assessment to students and parents as required
* Fulfil reporting requirements.
* Liaise with parents to ensure excellent attainment.
* Support extended day activities to enhance students’ learning experiences
* Manage the behaviour of students in learning sessions and around the academy.
* Understand and fulfil all the requirements of academy policy

# 2. Additional Responsibilities

# Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy

# Attend team and staff meetings.

# Attend and participate in open evenings

# Uphold the academy’s behaviour code and uniform regulations

# Be responsible for ensuring subject knowledge is developed and participate in staff training and development.



#### Key Organisational Objectives

* Following Health and Safety requirements and initiatives as directed
* The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
* Ensuring compliance with Data Protection legislation
* At all times operating within the school’s Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
* Adopting Customer Care and Quality initiatives.
* Fulfilling the role of Student Personal Adviser and/or mentor if required
* Contributing to the maintenance of a caring and stimulating environment for young people.

**Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

**English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

## Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

City of London Academies Trust

Person Specification

**Our Values and Vision**

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'​.

**Our Staff**

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

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|  | **Essential** | **Desirable** |
| **Qualifications** |
| Educated to degree level or equivalent | **✓** |  |
| Russell Group graduate or equivalent |  | **✓** |
| **Experience, Skills and Knowledge** |
| Able to use collaborative teaching methods and work with colleagues in the preparation, assessment and monitoring of work | **✓** |  |
| Able to provide high-quality outcomes | **✓** |  |
| Able to provide high-quality teaching to students of all abilities in 1-1/small group settings | **✓** |  |
| Experience delivering personalised tuition sessions |  | **✓**  |
| Demonstrable experience of improving student outcomes |  | **✓**  |
| Knowledge of developments in the National Curriculum |  | **✓**  |
| Knowledge of safeguarding | **✓** |  |
| **Personal Qualities** |
| Excellent communication skills and organisational skills | **✓** |  |
| Potential to develop excellent creative teaching ability | **✓**  |  |
| Commitment to personal career development | **✓**  |  |
| Ability to work under pressure while maintaining a positive, professional attitude | **✓** |  |
| Ability to organise and prioritise workload and work on own initiative | **✓** |  |
| Ability to use ICT effectively | **✓** |  |
| Ability to use ICT to raise achievement | **✓** |  |
| **Other** |
| Commitment to safeguarding and promoting the welfare of children and young people  | **✓** |  |
| Willingness to undergo appropriate checks, including enhanced DBS Checks | **✓** |  |
| Motivation to work with children and young people  | **✓** |  |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | **✓** |  |
| Understanding of different social backgrounds of students | **✓** |  |
| Understanding the needs of students and the appropriate strategies to support them |  | **✓** |
| Understanding the needs of bilingual students |  | **✓** |