



ACE Tutor - JOB DESCRIPTION			
NAME		DEPT / FACULTY	
ACCOUNTABLE TO	Head of PEPA		
JOB PURPOSE	<ul style="list-style-type: none"> To provide regular contact for PP pupils and their families to build relationships and to work together to overcome barriers. 		
Key Area			
Responsibilities <i>Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</i>	<ul style="list-style-type: none"> Rapidly improving attendance or attendance that is at or above the national average for all non-PP pupils. Rapidly improving to good pupil engagement in relation to their peers. Rapidly improving outcomes relative to starting points or outcomes that are at or above the national average for all non-PP pupils. Increased uptake to opportunities offered by the school outside of the classroom including raised career aspirations Increased communication between school and home with rapid intervention or referral processes, as required Where possible required resources have been provided in order to support success 		
Areas of Accountability	<ul style="list-style-type: none"> Make meaningful regular contact with each PP pupil and/or their families. Have up-to-date knowledge of each PP pupils state of well-being and the school's well-being offer. Have up-to-date knowledge of the barriers to engagement for each PP pupil Have a broad understanding of the curriculum for the relevant year group Work with the school and other agencies to use and signpost resources to tackle barriers Receive the training they need for the role To be able to understand and work with school assessment and tracking approaches Have up-to-date knowledge of enhanced safeguarding and school safeguarding procedures To have a good knowledge of attendance procedures To liaise with class teachers and other relevant staff - being the bridge between school and home, to ensure all staff have access to information that will support pupils' learning (including missed learning) and welfare To ensure students are equipped for learning on a daily basis To access supervision when needed. 		
Professional development	<ul style="list-style-type: none"> Participate in training and professional development aimed at meeting needs identified in performance objectives. 		
Examinations	<ul style="list-style-type: none"> Participate in arrangements for preparing students for external/internal examinations, in assessing students for the purpose of such examinations 		
General Responsibilities	<ul style="list-style-type: none"> To be involved in the active process of safeguarding children in accordance with KCSIE 		

	<ul style="list-style-type: none"> • Promote the school's values and ethos in accordance with the School's Professional Code. • Work actively to develop professional expertise by participating in ongoing professional development. • Contribute to the professional development of colleagues. • A passion to inspire our most vulnerable learners • A belief that they can through their actions change the lives of our most vulnerable pupils • An ability to focus on resourceful problem solving empowering students to develop their talent/ interests • To be compassionate whilst remaining professional • To be tenacious and well organised with good time management 		
Review of the job description	This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Head Teacher		Date	