



# Eckington School Achieve Tutor (1 year temporary)

Part of

**LEAP**

Multi Academy Trust

## Post Title: Achieve Tutor

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The Governors are seeking to appoint a tutor who would ideally be an English, Maths or Science specialist, if possible. This role would be well suited to a graduate who is looking to gain experience in education or an experienced Maths, English or Science tutor who is looking for a more varied role.

Responsible to: Working under the guidance of Assistant Principal Achievement

The post is temporary for 1 year.

Salary: Band F (£22,183-£24,491 FTE) equating to £18,159.16 - £20,048.50pa pro rata.

Hours: 35 per week, term time only

To start as soon as possible.

# Job Description

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## Main purpose

To work under the instruction and guidance of Assistant Principal Achievement, Teaching and other senior staff to undertake intervention programmes for students who are underachieving academically. Work may be carried out in the classroom or outside the main teaching area.

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## Duties and Responsibilities

### Support for Pupils

- Mentor a caseload of underachieving students, supporting them to achieve their full potential.
- Deliver tuition to small groups of students.
- Support students who are academically underachieving, or have the potential to underachieve, with work from a range of school subjects, including subjects outside your specialism (training will be provided but there is a need to be adaptable and versatile). Such intervention programmes may include after school and holiday sessions, as agreed in advance.
- Assist with the development and implementation of intervention programmes and promoting achievement strategies for individuals and groups of pupils
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils and colleagues in relation to progress and achievement under guidance of the teacher, Achieve Team Leader and Senior Leaders.

### Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Monitor the progress of identified students via the routine marking of pupils work

#### Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

#### Additional Duties

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Any other related duties as may arise.

## Person Specification

	Essential requirements	Desirable requirements
Qualification	Minimum Level 3 qualifications	A degree level qualification
Knowledge/ Experience	Good literacy and numeracy skills, as evidenced by GCSE English and maths at Level C or above, or equivalent	Expertise in Maths, English or Science, as evidenced by a degree or A level equivalent
	Experience of working with young people from diverse backgrounds	Experience of working in a school environment
Skills	The ability to build positive relationships with young people whilst maintaining appropriate professional boundaries	
	The ability to build strong partnerships with parents/carers and a range of other stakeholders	
	Commitment to raising young people's attainment and future aspirations	
	Can manage the behaviour of pupils in a reasonable manner	
	Adaptability and versatility to respond to the needs of students, including the ability to support with subjects outside your specialism	
	The ability to use initiative and work independently	
	Excellent teamwork skills, and previous experience of working in a team	
	Excellent communication, both written and verbal, and the ability to liaise professionally with other staff	
	Organisation, with the ability to balance conflicting priorities and meet deadlines	
	Can maintain trust and confidentiality where appropriate	
	Ability to self-evaluate learning needs and actively seek learning opportunities	

Personal Characteristics	Ability to demonstrate, understand and apply resilience, commitment, respect and courage	
Special Requirements	<p>As part of the interview process your ability and state of knowledge with regards to issues of safeguarding and promoting the welfare of children will be assessed.</p> <p>Right to work in the UK</p> <p>Evidence of a commitment to promoting the welfare and safeguarding of children and young people</p>	

## Probation

Appointments to the service of Eckington School shall be subject to satisfactory completion of a period of probation of six months. This rule of probationary service shall not apply to an offer transferred from the service of another Authority or from any other school accepted by the employing Authority as appropriate to this post.

Eckington School's mission is to help all students to "Achieve Excellence" via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our school.

Completed applications should be emailed to

[Sharon.foster@eck.leaptrust.co.uk](mailto:Sharon.foster@eck.leaptrust.co.uk)

Please note: CVs only will not be accepted for this post.

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may face



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