

Grading

Job Description and Employee Specification

Job title: One to One Tutor	Service area:
Post number:	Division: Education - Schools
Grade: Leave this blank	Section/team: Baysgarth School
<p>Overall purpose of job:</p> <ul style="list-style-type: none"> • Carrying out the professional duties of a tutor as circumstances may require and in accordance with Baysgarth policies, under the direction of the Head Teacher. • Promoting the achievement of high standards through effecting mentoring, teaching and learning within subject area, preparation and evaluation. • Being central in the delivery of the 'Every Child Matters' agenda, paying regard to the provision of personalisation for students. • Modelling the vision and values of the School. • Being part of the team of Baysgarth School. • Receiving and acting on feedback to build on the strengths and improve personal performance within the School systems. • Recognising, promoting and celebrating diversity. <p>Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>	
<p>Main responsibilities:</p> <ul style="list-style-type: none"> • Deliver intervention programs to individuals preparing relevant and appropriate learning experiences in conjunction with the English Department staff. • Discuss reasons for underperformance with students, through interview. • Assist in the development of suitable intervention material. • Keep a log on students who undertake intervention and assist on the recording and reporting procedures. • Liaise regularly with the Head of Department and teachers to inform them of progress and provide relevant feedback. • Support exam revision sessions as required. • To attend English departmental meetings as required. • To work with other professionals such as Learning Managers and Teaching Assistants to support students. • To comply with the School's Child Safeguarding Procedures including regular liaison with the School's Designated Child Safeguarding Person over any safeguarding issues or concerns. • To comply with School policies and procedures at all times. • Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation. • To assist in the development of appropriate lesson plans, resources, schemes of work and teaching strategies in literacy. • To contribute to the Curriculum Area's development. 	

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- To plan and prepare 1:1 lessons.
 - To report on the individual student's progress, achievement and attendance.
 - To take part in the School's staff development programme by participating in arrangements for further training and professional development as required.
- To continue personal development in English, including subject knowledge and teaching methods.

Knowledge, skill and experience:

- Degree level qualification
- Qualified Teacher Status (QTS)
- Communication skills
- Time management and organisational skills
- Literacy and numeracy skills
- IT capability
- Knowledge of child development and children's personal development needs
- Knowledge and strategies to promote good behaviour and discipline

Decision making:

- The post holder determines individual student support plans
- To assess possible reasons for disengagement and compile a comprehensive profile that takes into account social emotional and educational needs
- To help plan and support the reintegration of students after isolation, extended absence or exclusion
- Produce detailed written reports of students' development and progress
- To observe and monitor student progress, recording, maintaining records and producing detailed written reports of students' development and progress
- To contribute to the assessment of students entering or returning to school and the review of their progress and achievements
- Manages the transition process for the older students

Working conditions:

The post holder will be based in a classroom for the majority of the working day, but may need to move from one room to another and may not have a dedicated base of their own.

Work context:

At risk of verbal abuse and physical harm from a minority of students, parents
At risk of infection when dealing with children who are unwell or infected.

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Position in organisation:

Indicate how many staff the post is directly accountable for:

Are posts in more than one location? Yes No

Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure? Yes No

Please indicate which post(s): Not applicable

You must provide an organisation chart that shows where the job sits within the structure. This should be a simple diagram but with enough detail to put the job into context, i.e. the post holder may manage different groups of staff undertaking different tasks. The chart must show the job in question, the job to which it reports, those jobs which report alongside it and subordinate posts.

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POST NUMBER _____ JOB TITLE One to One Tutor HOURS PER WEEK 32.5

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	<p>(Teaching practice or as a qualified teacher)</p> <ul style="list-style-type: none"> Teaching experience at secondary level. Planning and assessing pupils' work at various levels. 	<ul style="list-style-type: none"> KS4 and KS4 examination groups. Performing the role of the form teacher. Teaching pupils with special educational needs. 	<ul style="list-style-type: none"> Application Form References
EDUCATION, TRAINING AND QUALIFICATIONS	<ul style="list-style-type: none"> Degree Qualified Teacher Status (QTS) 		<ul style="list-style-type: none"> Application Form Certificates
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> Detailed subject knowledge. Detailed knowledge of National Curriculum Orders for chosen subject. Key issues in the teaching your chosen subject. Effective teaching practices, including differentiation. Good teaching skills. Good communication skills. 	<ul style="list-style-type: none"> Relevant research and national inspection evidence. Familiarity with the SEN Code of Practice. The place of your chosen subject in the wider curriculum. Administrative skills. Skills in mentoring pupils. 	<ul style="list-style-type: none"> Application Form Certificates References

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	<ul style="list-style-type: none"> • Good interpersonal skills. • The ability to work as part of a team. • ICT skills. 		
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	ESSENTIAL	DESIRABLE	HOW MEASURED
PERSONAL QUALITIES	<ul style="list-style-type: none"> • An educational philosophy which values equal opportunities and the importance of the individual. • A willingness to be self-critical and a desire for self-improvement. • Self-motivation. • Adaptability. • A sense of humour. 		<ul style="list-style-type: none"> • Application Form • Certificates • References
WORKING ARRANGEMENTS			

The post is subject to:

- Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974 **Yes** **No**
- Political restriction **Yes** **No**
- The ability to speak fluent English under the Immigration Act 2016 **Yes** **No**

Employee:

(signed)

(print)

Date:

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Manager: _____ (signed) _____ (print) _____ Date: _____