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| Post Title: | Casual English Tutor |
| Reporting to: | Vice Principal |
| Responsible for: | To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential |
| Working time: | Zero Hours Contract - casual |
| Place of Work: | Your principal place of work will be at Impington Village College but you may be required to work at other schools within the ELA. |
| Remuneration | Equivalent to U1 £38,690 FTE (£39.68 per hour) |
| Disclosure Level: | Enhanced DBS |

**Job Description**

**Operational Duties**:

* To work with targeted students as directed by the Vice Principal and to plan, prepare and deliver support / revision sessions to small groups of students or on a 1:1 basis
* To provide support for students working below national expectations as directed by the Vice Principal
* To assess and review student progress and attainment reporting to Vice Principal
* Co-ordinate with other staff in relevant departments to ensure that student needs and expectations are met
* To contribute to raising standards of student attainment

**College Ethos**

* To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
* The post holder will have a shared responsibility for the safe guarding of all children and young people. The post holder also an implicit duty to promote the welfare of all children and young people
* Promote and support the College’s policies
* Comply with the College Health and Safety Policy

**Safeguarding**

* To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust’s Safeguarding/Child Protection policies
* To undertake regular safeguarding/child protection/adult protection training as required by the Trust.

Signatures:

*The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.*

*The job description will be reviewed annually to ensure that it relates to the role as being performed and to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.*

Signed …………………………………………

Print Name …………………………………….

Date ...............................................................