Academic Tutor – Job Description

Job title **Location**	Academic Tutor @ Bespoke Learning. We have a number of positions available across Bournemouth, Poole, Christchurch, New Forest, Portsmouth and Dorset.
Salary	Teacher's Main Pay Scale (M1-M3) Teacher's Pension Scheme
Contract type	Full-time
Reporting to	Area Lead

Main purpose

The role of the Tutor will be to support students currently unable to access school by providing 1:1 sessions at home or in the community to help re-engage them with learning.

Duties and responsibilities

- To support students in their own homes or in the community with helping them to progress with their learning.
- To help students develop their confidence and self-esteem through a range of activities, enabling them to access learning in a different way from the classroom.
- To encourage attendance and engagement with learning
- To monitor engagement and academic progress
- To liaise with families and the Bespoke Learning team
- To identify strategies to help individual students overcome any barriers to engagement
- To work towards the outcomes of students Individual Support Plans and review ongoing progress
- To support students with transition to school or college if appropriate
- To maintain accurate records and reviews of sessions
- To complete any relevant paperwork required by schools and other external agencies.

The Tutor will be required to safeguard and promote the welfare of children and young people and follow Bespoke Learning policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Tutor will carry out.

Person Specification

Criteria	Qualities
Qualifications	• GCSE or equivalent level, including Grade C or above in English and Maths • Qualified Teacher Status (QTS)
Experience	• Experience working with children who have additional needs e.g. SEND, behavioural and mental health) • Experience planning and delivering targeted interventions • Experience working with parents / carers of young people with additional needs • Teaching English or Maths (including functional skills and GCSE)
Skills and knowledge	• Good listening skills • Effective written and verbal communication skills • Tailoring plans and interventions to individual students • Ability to form effective relationships with children, parents and professionals • Safeguarding of young people
Personal qualities	• Patient and calm • Enthusiastic • Passion for helping children reach their full potential • Organised • Good time management • Committed to safeguarding

	• Resilience – tomorrow is a new day with new opportunities.

This job description may be amended at any time in consultation with the postholder.

Director's signature: _____

Date: _____

Postholder's signature: _____

Date: _____