



City of Norwich School  
An Ormiston Academy | *Excellence in all*

## Core Skills Tutor

Grade 6, NJC points 20 - 25

Term time plus one week

### JOB DESCRIPTION and PERSON SPECIFICATION

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**RESPONSIBLE TO:** DHT - Inclusion and Welfare

The Core Skills Tutor has indirect links to the Headteacher, Deputy Headteachers, SLT, Faculty Leaders and teaching staff, working under the general direction of a class teacher when supervising lessons. The post holder will work mainly with students identified as pupil premium and LAC, targeting Literacy and Numeracy.

#### VISION AND PURPOSE:

To deliver tuition to identified students in order to raise their levels of attainment.

To have a high level of KS2 specialism in order to lead on improving progression from KS2 to KS3 for identified students.

This job role will provide support in the following key areas:

- Small group intervention including planning, session delivery and marking
- Additional in-class support
- Social Emotional and Mental Health (SEMH) support
- One to one sessions

#### KEY RESPONSIBILITIES:

- Undertake specified work with individuals, groups and whole classes as part of a wider programme of support
- Plan, prepare and deliver specified learning activities to individuals, groups and/or classes modifying and adapting activities as necessary
- Use teaching and learning objectives to plan, evaluate and adjust sessions/work plans as appropriate within agreed systems of supervision
- Provide occasional short-term cover supervision of classes
- Responsible for the safety and well-being of students in the classroom
- Liaise with staff and other relevant professionals and provide information about students as appropriate
- Support the role of parents/carers in students' learning and contribute to meetings with parents/carers to provide constructive feedback on student progress/achievement
- Assess, record and report on student development, progress and attainment
- Interpret information and situations and respond independently to problems and situations in line with procedures. Refer more unusual/difficult problems to line manager
- Support the inclusion team by working in remove on a rota basis.

#### GENERAL INFORMATION:

- All work performed/duties undertaken must be carried out in accordance with relevant policies and procedures.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
- Post holders must at all times carry out their responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.
- Post holders will be expected to participate in the Academy's arrangements for performance management and professional development as required.
- Undertake such other duties as may be delegated or assigned commensurate with the level and grading of the post.

## CONTEXT:

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential that you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences.

This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

<p><b><i>The applicant will be required to safeguard and promote the welfare of children and young people</i></b></p>
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*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the time of appointment only and may be reviewed in negotiation with the employee in the future.*

## PERSON SPECIFICATION

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application. Candidates failing to demonstrate any of the essential criteria will automatically be excluded.

You should be able to demonstrate that you meet the following criteria, measured by:

**A: Application Form**

**B: Interview**

**C: References**

CRITERIA	Requirement	Assessment
<b>Qualifications</b>		
5 GCSEs (A* to C) including English and Maths or equivalent NVQ Level 2	Essential	A
NVQ Level 3 or equivalent	Essential	A
Hold or working towards HLTA status or equivalent with a focus on KS2 Literacy and Numeracy	Essential	A
<b>Experience</b>		
Experience of working in a support capacity with young people either in small groups or one-to-one	Essential	A
Awareness of SEMH	Desirable	A B
Experience of delivering reading and literacy programs	Desirable	A B
Experience of inclusion strategies	Desirable	A B
<b>Skills</b>		
Good numeracy, literacy and ICT skills	Essential	A C
Able to communicate effectively and relate well with staff and students	Essential	A B C
Able to work independently and without direct supervision	Essential	A B C
Able to take direction from different people, and effectively prioritise and manage workload	Essential	A C
Able to work constructively as part of a team, understanding classroom roles and responsibilities, and one's own position within the team	Essential	A B C
Able to implement the Academy's Safeguarding, Equal Opportunities and Behaviour Management policies	Essential	B
Able to encourage students to learn and inspire a strong work ethic	Essential	B
Able to gain the respect engender positive attitudes to learning	Essential	B
Understanding of child development and learning processes	Essential	A B
Understanding of statutory frameworks relating to teaching	Essential	A B
Able to manage student behaviour and challenge underperformance	Essential	B
<b>Personal Characteristics</b>		
Reflective and solution focused	Essential	B
Calm under pressure	Essential	B
Supportive, patient and non-judgmental	Essential	B
Desire to respond to the needs of CNS with flexibility, commitment and determination	Essential	C
<b>Other Requirements</b>		
Undertake the Academy's Induction Programme	Essential	B
Participate in development and training opportunities	Essential	B
Be able to carry out all duties to a high standard	Essential	A B