



## KEPIER JOB DESCRIPTION

**Name:**

**Job Title:** Engagement Tutor

**Salary Scale:** £24,294 - £25,979 FTE, Actual (£20,093 - £21,487)

**Non QTS:** NJC pay scale, 7-11      **QTS or equivalent:** Teachers' pay and conditions

**Contractual hours:**  
**Non QTS:** 37 per week      **QTS or equivalent:** Teachers' pay and conditions

**Weeks per year:**  
**Non QTS:** Term time only      **QTS or equivalent:** Teachers' pay and conditions

### **Permanent Contract**

**Hours to be worked:**  
**Non QTS:** Mon – Thurs 8am – 4pm, Friday 8-3.30pm  
**QTS or equivalent:** Teachers' pay and conditions

**Lunch break:** 30 minutes

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### **Purpose of Job:**

- Provide 1:1 tutoring to support learners' reintegration into mainstream education.
- Offer personalised tutoring within the home environment as needed.
- Assist pupils with Special Educational Needs (SEND), behavioural, or mental health and wellbeing needs.
- Deliver 1:1 support in core subjects such as Maths and English.
- Work directly with learners in Key Stages 3 and 4.

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### **Principal Duties:**

#### **Main Duties**

- Establish positive relationships with learners and their families to improve engagement within the curriculum.
- Collaborate with learners and their families to enhance attendance and engagement in mainstream education.
- Liaise with the Department Leader to facilitate curriculum delivery.
- Assist in developing suitable intervention materials, lesson plans, resources, schemes of work, and teaching strategies.
- Use effective assessment techniques to evaluate learners' progress during and after interventions.
- Maintain accurate records of intervention strategies and engagement.
- Communicate with SLT, Department Leader, and Pastoral teams to discuss progress, achievement, and attendance.
- Collaborate with other professionals to support learners as needed.

- Continuously develop subject knowledge and teaching methods, including attending departmental meetings.

**Responsible to: Assistant Headteacher/SLT/Headteacher**

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous and supportive to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Safeguarding**

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCP (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children’s Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School’s Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

**Signed (Employee)**..... **Date**.....