



## Job Description & Person Specification

### English Intervention Tutor

<b>Job Title:</b>	English Intervention Tutor
<b>Scale:</b>	Main Pay Range / Upper Pay Range
<b>Responsible to:</b>	Head of English
<b>Responsible for:</b>	The teaching of English to individual pupils and/or small groups of selected pupils in Year 11.

<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>To support Year 11 pupils in accelerating their progress in English.</li></ul>
<b>Duties &amp; Responsibilities:</b>	<p><b>Teaching and learning</b></p> <ul style="list-style-type: none"><li>Promote consistently high expectations of all pupils and make sure they are making good progress by offering targeted academic English support.</li><li>Work with identified individuals or groups of pupils who find English more difficult, implementing initiatives to address the barriers to learning they are experiencing.</li><li>Promote and support inclusion for all pupils, including those with special educational needs (SEND), English as an additional language (EAL) or with a physical disability.</li><li>Role model good levels of literacy and encourage improvement in this area among pupils who find the subject difficult.</li></ul> <p><b>Behaviour and safeguarding</b></p> <ul style="list-style-type: none"><li>Work with pupils to demonstrate and encourage good behaviour in line with the school's behaviour policy</li><li>Follow all relevant legislation, guidance and procedures regarding child protection, safeguarding, and health and safety.</li></ul> <p><b>Curriculum and leadership</b></p> <ul style="list-style-type: none"><li>Demonstrate an enthusiasm for learning and improving skills and model this to all pupils.</li><li>Maintain accurate and up to date records and prepare written evaluations and reports.</li><li>To attend, where appropriate, any Teaching and Learning, English or literacy specific CPD.</li><li>To actively seek any English enhancement and enrichment for personal development.</li></ul>



<b>General:</b>	<ul style="list-style-type: none"> <li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.</li> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.</li> <li>• Ensure that all duties and services provided are in accordance with the Trust's Equality &amp; Diversity Policy.</li> <li>• Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.</li> </ul>
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## PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	<ul style="list-style-type: none"> <li>• Good quality honours degree.</li> <li>• PGCE, or equivalent, in Secondary Education or working towards.</li> <li>• Qualified Teacher Status.</li> <li>• First Aid Qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Recent experience of working in a secondary school.</li> <li>• Experience of teaching G.C.S.E. English</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> </ul>
Skills and attributes	<ul style="list-style-type: none"> <li>• Strong subject knowledge.</li> <li>• Good and imaginative use of resources including new technologies.</li> <li>• Good understanding of Assessment for Learning and adaptive teaching and the ability to put this into practice.</li> <li>• The ability to develop students as active readers through English.</li> <li>• Well- developed behaviour management skills.</li> <li>• An ability to forge good working relationships with staff and students.</li> <li>• Efficient organisational skills, including the ability to meet deadlines.</li> <li>• Knowledge and understanding of current developments in teaching within geography.</li> <li>• Ensure that whole school policies are implemented consistently, including those for Safeguarding, Child Protection and Student Behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>•</li> <li>• E</li> <li>• D</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> <li>•</li> <li>• E</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Ability to manage time and prioritise.</li> <li>• Commitment to continued professional development.</li> <li>• Commitment to fieldwork and other enrichment activities.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• D</li> </ul>



	<ul style="list-style-type: none"><li>• Good attendance and punctuality record.</li><li>• Willingness to participate with fieldwork activities.</li></ul>	<ul style="list-style-type: none"><li>• E</li><li>• D</li></ul>
Other	<ul style="list-style-type: none"><li>• Committed to equality and diversity.</li><li>• Commitment to own continuous personal and professional development.</li><li>• Committed to our Health and Safety policies and procedures.</li><li>• Compliance to Data Protection Act 2018 and GDPR principles/requirements.</li><li>• Committed to safeguarding and promoting the welfare of children and young people.</li></ul>	<ul style="list-style-type: none"><li>• E</li><li>• E</li><li>• E</li><li>• E</li><li>• E</li></ul>

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated June 2025.