



JOB DESCRIPTION

Academic Tutors

Post Title: Academic Tutor (Maths and/or English)
Hours: 25 hours per week (based on 35 weeks of the academic year)
Line Manager: Associate Assistant Headteacher
Salary: Scale 3/4

Main Purpose of Role:

- To provide extra education and support to help a student progress academically working towards their relevant qualifications
- To provide private one-on-one or small group teaching in a given subject
- To teach specific subjects with specific duties and responsibilities varying depending on the subject being taught

Main Duties and Responsibilities:

- Planning sessions for the students based on their ability and needs
- Assessing students on their existing ability in a subject area
- Assessing a student's level of progress within a subject and identifying areas for improvement
- Working alongside Faculty Leaders to prepare students for real exams
- Providing support for students during their examinations
- Communicating with SL/FL about trouble areas or any issues that require attention
- Keeping up-to-date on the current curriculum
- Maintaining an excellent knowledge of the subject being taught
- Keeping record of attendance and progress to be reported to parents and teachers

General:

- To take part in the school's Professional Review Process (BlueSky) and undertake any required training and take advantage of relevant professional development opportunities.
- Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, Confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings when appropriate.