



Job Description & Person Specification

Position: English Tutor

Job Title:	English Tutor
Scale:	MPS / UPS
Responsible to:	Headteacher, Curriculum Leader or Subject Leader where appropriate
Responsible for:	<ul style="list-style-type: none"> • Student progress and achievement • Effective teaching in the specified subject area • Support staff assigned to the area • Working collaboratively with Subject colleagues to develop the curriculum provision

Job Purpose:	<ul style="list-style-type: none"> • The English Tutor is tasked with the responsibility of supplementing students' education by providing targeted support and instruction outside of the standard classroom setting, with a particular focus on Year 11 learners at risk of not achieving a grade 5 or above in GCSE English. • Their primary role is to deliver personalised intervention sessions, working one-to-one or in small groups, to address gaps in knowledge, build confidence, and prepare students for examination success. The Tutor should have a strong understanding of the GCSE curriculum and be skilled at communicating complex ideas in a clear and accessible way. • In addition, the Tutor will play an important role in celebrating student success, including through praise and positive communication with parents/carers, to build motivation and reinforce progress.
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Duties & Responsibilities:	<p>Key Tasks include:</p> <ul style="list-style-type: none"> • Lesson Preparation: Designing focused, well-structured intervention sessions that break down concepts into manageable steps. • Educational Support: Offering tailored teaching to help students master challenging topics and improve performance in line with their academic targets. • Problem Solving: Guiding students through their problem-solving strategies. • Academic Goals: Working towards the agreed individual and collective academic objectives of targeted Year 11 students, with a particular emphasis on securing grade 5+. • Progress Monitoring: Tracking student engagement and progress and feeding back to classroom teachers and leaders to ensure interventions are effective. • Parental Engagement: Reinforcing progress through recognition, praise, and positive phone calls home. <p>Lesson Planning and Preparation:</p> <ul style="list-style-type: none"> • English tutors must develop structured lessons tailored to the learning pace and capability of each student. • The preparation involves creating lesson plans that break down literature concepts into understandable segments, enabling students to grasp the subject progressively. • Efficient lesson planning is crucial for maximising the educational benefit within the allocated tutoring time. <p>Communication Skills:</p>
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	<ul style="list-style-type: none">• Effective communication is crucial for a English Tutor.• They must articulate ideas in an understandable manner and be responsive to the queries and educational needs of their students. <p>Key Communication Aspects:</p> <ul style="list-style-type: none">• Clarity of expression• Active listening• Feedback provision <p>Organisational Skills</p> <ul style="list-style-type: none">• Finally, a English Tutor needs excellent organisational skills.• They are responsible for managing appointment schedules, tracking student progress, and preparing educational resources, often balancing multiple students' needs concurrently.• Organisational Tasks Include:• Time management• Record keeping• Resource allocation <p>Other Duties</p> <ul style="list-style-type: none">• To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the School's Safeguarding Policies.• To comply with the Academy's Health and Safety Policy and statutory requirement as detailed in the Health and Safety at Work manual.• To undertake any other duties not detailed above, commensurate with the level of the post.
General:	<ul style="list-style-type: none">• Understand and apply school policies in relation to health, safety and welfare.• Attend relevant training and take responsibility for own development.• Attend relevant school's meetings as required.• Respect confidentiality at all times.• 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.• Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.• 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.• Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy.• 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.• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.



PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Good quality honours degree. • PGCE, or equivalent, in Secondary Education or working towards. • Qualified Teacher Status. • First Aid Qualification. 	<ul style="list-style-type: none"> • E • E • E • D
Knowledge & Experience	<ul style="list-style-type: none"> • Recent experience of working in a secondary school. • Experience of teaching G.C.S.E. English 	<ul style="list-style-type: none"> • E • E
Skills and attributes	<ul style="list-style-type: none"> • Strong subject knowledge. • Good and imaginative use of resources including new technologies. • Good understanding of Assessment for Learning and adaptive teaching and the ability to put this into practice. • The ability to develop students as active readers through English. • Well- developed behaviour management skills. • An ability to forge good working relationships with staff and students. • Efficient organisational skills, including the ability to meet deadlines. • Knowledge and understanding of current developments in teaching within geography. • Ensure that whole school policies are implemented consistently, including those for Safeguarding, Child Protection and Student Behaviour. 	<ul style="list-style-type: none"> • E • E • E • • E • D • E • E • D • • E
Personal qualities	<ul style="list-style-type: none"> • Ability to manage time and prioritise. • Commitment to continued professional development. • Commitment to fieldwork and other enrichment activities. • Good attendance and punctuality record. • Willingness to participate with fieldwork activities. 	<ul style="list-style-type: none"> • E • E • D • E • D
Other	<ul style="list-style-type: none"> • Committed to equality and diversity. • Commitment to own continuous personal and professional development. • Committed to our Health and Safety policies and procedures. • Compliance to Data Protection Act 2018 and GDPR principles/ requirements. • Committed to safeguarding and promoting the welfare of children and young people. 	<ul style="list-style-type: none"> • E • E • • E • E • E

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.