



# Wright Robinson College

Headteacher: Martin Haworth

## English Tutor: Job Description

### **JOB TITLE**

**English Tutor**

### **SCALE/SALARY**

**Grade 5 SCP 17 £28,770 FTE. Actual salary term-time only £24,111.**

### **RESPONSIBLE TO:**

**Headteacher, Deputy Headteacher, Assistant Headteacher, Head of Faculty**

### **JOB PURPOSE**

To work 1:1 with students, or in small groups to assist with the teaching & learning of all English courses offered at Key Stages 3 and 4 (GCSE). This will involve monitoring of students' progress and performance in order to ensure that expected learning outcomes are achieved.

### **Duties and Responsibilities**

1. To tutor throughout the age and ability range as directed by the head of faculty. This may be small group tutoring, 1-1 support or in-class support.
2. To assess and record pupils' progress within the guidelines of the agreed procedures of the faculty.
3. To maintain an up-to-date knowledge and understanding of the requirements of the English curriculum.
4. To support the teaching of English, developing resources to support the needs of the students.
5. To work collaboratively in a way that is conducive to maintaining the efficient management and organisation of the college, which includes weekly duties.
6. To assist in the delivery of English qualifications and to have a knowledge and understanding of the subject, its requirements and related pedagogy.
7. To engage in a process of continuing professional development in order to acquire the knowledge, skills and understanding needed to support our students.
8. To contribute to all aspects of work in the faculty and ensure that it continues to offer students a safe and stimulating environment.
9. To contribute to the overall ethos, work and aims of the college.
10. To establish constructive relationships and communicate with other professionals.

*The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*