

JOB DESCRIPTION AND PERSON SPECIFICATION

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Job Title	English Tutor	Location	Ellis Guilford School
Salary	Grade E NJC 12, Actual salary £27,922 per year	Hours	42 hours per week, 39 weeks per year, fixed term for one year
Department	Support staff	Reports To	Director of Faculty

JOB PURPOSE:

To provide academic tutoring for children (including GCSE) in English to a high standard.

To make a significant contribution to the values and the ethos of the school and actively promote and uphold all school policies.

KEY RESPONSIBILITIES AND DUTIES:

JOB SPECIFIC REQUIREMENTS

- Work with the Head of Department/subject teacher to identify topics/units of work to be delivered via tuition
- Work with the Head of Department/subject teacher to help identify which children will be targeted to receive tuition
- Plan and deliver academic tuition to children in small groups or 1:1
- Adapt the focus of the tuition to support individual needs
- Support in classrooms when required
- Support children to engage in independent and self-directed learning
- Be aware of children's target grades and support them in achieving them
- Support with the administration and organisation of the delivery of the tuition sessions
- Record the attendance of children and follow up if attendance issues are identified
- Conduct short assessment activities to gauge progress and attainment of children and inform subsequent planning of intervention
- Provide verbal and written feedback on the progress and attainment of children
- Ensure good behaviour around school and in lessons is maintained and staff expectations are high and establish a culture of praise and consistent applications of consequences
- Actively promote the adherence to Academy rules and guidance by children, particularly related to Attitudes to Learning
- Respect the confidential nature of all information acquired in the performance of the role, either verbally or in writing
- Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, Data Protection reporting all concerns to an appropriate person.
- Maintain a high level of confidentiality.
- Attend and participate in relevant meetings and school events as required
- Participate in training and other learning activities and performance development as required.
- Undertake as required other duties and responsibilities relevant to the job

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or the seniority of the post as directed by the Principal or Director of Faculty

SCHOOL ETHOS AND COMMUNITY:

- Collaborate with all stakeholders to ensure that they understand the aims of the school, its policies and procedures and future direction.
- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and children to follow this example
- Foster a culture where children respect others and their physical surroundings through implementing a range of strategies developed with external consultants, monitoring their impact on outcomes.
- To monitor and support the overall progress and development of children.

OTHER DUTIES:

- Establish effective working relationships and be an effective role model to children through own personal presentation as well as personal and professional conduct.
- Have elevated expectations for every child
- Co-operate with other staff to ensure sharing and effective usage of resources to the benefit of the school, department, and children.
- Work as a team member and identify opportunities for collaborating with colleagues and developing effective practice with them.
- Perform break, lunch and other form of duties as required by the school.
- Undertake other reasonable tasks as required by the Principal and Regional IT Manager.
- Contribute to the school's form tutor programme

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed. The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree in a relevant subject 	<ul style="list-style-type: none"> • Further qualifications relevant to this role
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a team • Experience of working in a busy environment 	<ul style="list-style-type: none"> • Previous experience of working as a tutor • Previous experience of working in an education environment
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of subject • Understanding of safeguarding 	<ul style="list-style-type: none"> • Curriculum knowledge in a relevant subject • Knowledge of application of assessment tools
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to communicate effectively with children regarding their learning • Ability to communicate effectively 	

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	<p>with a wide range of people</p> <ul style="list-style-type: none"> • Ability to respond flexibly and adapt to changing circumstances • Attention to detail and accuracy • Proven ability to manage competing priorities and meet deadlines in a calm and efficient manner • High professional and personal standards in both work and conduct • Good interpersonal skills, including the ability to work as a team member, but also having self-motivation when working independently • Confident in dealing with all levels of stakeholders • Strong personal drive and willingness to get things done • Openness to learning, change and personal development • Resilience and motivation to manage day-to-day challenges • Accepts accountability and takes personal responsibility for their own actions • Commitment to further training and professional development 	
<p>CREATIVE EDUCATION TRUST VALUES</p>	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	
<p>EQUAL OPPORTUNITIES</p>	<p>A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</p>	
<p>OTHER REQUIREMENTS</p>	<p>Elevated expectations for every pupil and a proven history of making a difference to the learning and experiences of children inside and outside the classroom.</p> <p>Commitment to and vision for developing links with the local community.</p>	

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Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

