

The people behind
the magic.



HONLEY
HIGH SCHOOL



JOIN OUR TEAM

English Tutor

Salary: Band: D – E, NJC range 7 – 15 (depending on experience and qualifications)

Salary: Full time - £24,294 - £27,803. **Actual** £18,220 - £20,852 per annum

Contract: Permanent- 32.5 hours per week, Monday to Friday term time only plus 2 days, we welcome applications for part time working hours of less than 32.5 hours, please specify details on your application form, your salary of course will then be pro rata

Closing Date: Monday 10th June 2024 at 9am

Interview: tbc

Start Date: September 2024

***Unqualified Teachers** (student teachers, teacher trainees who have yet to pass the skills test and those undertaking employment-based teacher training leading to QTS) will be paid on the unqualified teachers scales depending on experience and qualifications.



Together
Learning Trust

THE SCHOOL

Exceptional opportunities, exceptional outcomes



We are proud of the high quality education we offer at Honley. We are traditionally one of the highest performing schools in the region and this is directly attributable to the hard work and dedication of our entire staff team. We want our children to be the best that they can be and so there is a continual drive to develop and improve as professionals. As Ofsted stated following our last inspection: *"Pupil outcomes are good because teachers have high expectations of what children can achieve and plan interesting tasks that engage pupils in their learning."*

But these crucial years of adolescence are about more than exceptional performance in examinations. The world is changing more rapidly than any one of us can predict, and if our children are to thrive, they will need to develop personal skills and qualities alongside their academic qualifications. They will need a questioning mind, perseverance and resilience. They will need to be adaptable, creative and self-disciplined. These attributes are hard to measure but equally important, and we see it as our duty to develop students' character, as well as pursuing academic excellence.

We are nationally recognised for our sporting achievements and have a proud and enviable record in technology, drama and the creative arts.

Honley High is a fantastic place to work and learn and we are always aiming to develop even further. We live by our school motto. The quality of every interaction we have with students and staff establishes a culture where everyone can 'strive for the highest' and achieve great things.

We are looking for an extraordinary individual to join our school and really make a difference in the lives of our young people.

Liz Lord, HEAD OF SCHOOL



"I am pleased that the school has such high standards and expectations for the children and encourages them to meet these at all times; this sets the children up for later life. Whilst striving for these standards, the school maintains a nurturing environment."

- PARENT COMMENT

EXPLORE MORE



www.honleyhigh.co.uk



HonleyHighSchool



@HonleyHighUK



When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local family of schools. By this autumn we will comprise of three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER



"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."

**- LIZ WOODFIELD, HEADTEACHER,
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

English Tutor

Are you passionate about the English Language, spelling, punctuation and grammar? Are you a team player looking for your next exciting challenge?

Working closely with the Head of English and English Teachers, the English Tutor will provide tutoring to our students through a variety of methods including online and classroom lessons.

The successful candidate will be an excellent communicator who can liaise with students, staff and parents, developing effective working relationships, and be a team player who can manage their time appropriately.

What will you get in return?

- Access to our Employee Assistance Programme to provide practical and emotional support <https://www.educationsupport.org.uk/>
- Automatic enrolment to the West Yorkshire Pension Fund
- Staff development through appraisal and CPD
- Access to a canteen
- Cycle to Work Scheme
- Great transport links – Honley Train Station is across the road
- Free onsite car parking
- Collaboration with Trust colleagues in similar roles
- Working as part of a creative and supportive team who want the best for all of our students

What the role involves in a nutshell:

- Deliver effective English intervention for identified students or groups of students.
- Provide high quality learning through identification and delivery of specific knowledge, skills and understanding that will unlock barriers to progress and raise achievement.
- Preparing individual learning plans, including measurable outcome criteria.
- Following up and rearranging planned tuition sessions to ensure that the student engages in all sessions.

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

JOB DESCRIPTION

English Tutor



Job Title	English Tutor
Scale	D – E, NJC range 7 – 15 (depending on experience and qualifications) UQ2 – Level 3 Qualifications (ie. A level or equivalent) UQ3 – Level 4 Qualifications (ie. Degree or equivalent)
Key Responsibilities	To under the direction of the Head of English to: <ul style="list-style-type: none">• Deliver effective English intervention for identified students or groups of students.• Provide high quality learning through identification and delivery of specific knowledge, skills and understanding that will unlock barriers to progress and raise achievement.• Narrow the gap in achievement to ensure students can aspire to their highest potential.• Undertake the required DfE training which is a requirement of the role
Main roles and responsibilities	<p>You will work with the Head of English to develop and enhance Teaching and Learning by:</p> <ul style="list-style-type: none">• Delivering online tutoring to pupils who are unable to attend school due to extenuating circumstances (eg. Isolation, medical needs)• Liaising with the Head of English and the classroom teacher to ensure that all intervention is integrated fully with ongoing learning in lessons so that it results from identification of need in the classroom and enables the students to integrate back into the lesson, confident in their learning with regards to the areas identified.• Providing an overview of planned tuition to the Head of English and an accurate record of attendance.• Preparing individual learning plans, including measurable outcome criteria.• Following up and rearranging planned tuition sessions to ensure that the student engages in all sessions.• Communicating all planned tuition to the student, parents/carers and the school.• Preparing and organising resources for tuition sessions.• Involving the student in assessment to ensure that the student knows exactly what they need to do to make progress.• Working with the Literacy Co-ordinator to improve literacy for target students at all key stages.• Modelling and articulating good learning which focuses on both processes and effective strategies.• Having a flexible approach and responding to the changing learning need of the student. <p>You will work with the Head of English to develop and enhance Assessment and Reporting by:</p> <ul style="list-style-type: none">• Identify student targets – both numerical and curricular.• Teaching students using a range of varied activities which engage and support the learning of students.• Planning and delivering tuition to each allocated student or group of students.

	<ul style="list-style-type: none"> • Monitoring and assessing the progress of students receiving tuition. • Liaising with parents/carers to provide regular updates and positive feedback. • Liaising with the Head of English and class teachers in ensuring the work is suitable and meets the aims of the tutoring. • Evaluating the provision leading to ensure it provides a measure of improved impact. • Maintaining appropriate student records, both attendance and progress. • Tracking student progress and use information to inform teaching and learning. • Completing relevant documentation in support of student tracking. • Working productively with the Head of English to ensure effective management of resources. • Liaising with other staff as appropriate, in response to problems experienced by students across the curriculum.
General	<ul style="list-style-type: none"> • You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay. • You will participate in training and other learning activities and performance development as required. • You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking. • You will ensure strict confidentiality in all areas of work. • You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR). • You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records). • You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children’s welfare, reporting any concerns to the Designated Safeguarding Officer at once. • You will always comply with the Trust’s policies and procedures. • You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
Expected Behaviours	<ul style="list-style-type: none"> • Support the ethos, vision, principles and values of the school. • Treat colleagues, students and all members of the community with respect and consideration. • Treat all students fairly, consistently and without prejudice. • Set a good example to students in terms of appropriate dress, standards of punctuality and attendance. • Support the ethos of the school by upholding the code of conduct, uniform rules, etc. • Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers. • Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence. • Read and adhere to School polices and implement School improvement plans. • Participate in the development and management of the school by attending various team and staff meetings. • Undertake duties as prescribed within the school’s policies.

	<ul style="list-style-type: none"> • Undertake professional duties reasonably assigned to them by the Headteacher. • Be proactive and take responsibility for matters relating to health and safety. • To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example.
<p>Other specific duties</p>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer/ Head of School to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer / Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.</p>	



English Tutor

To be assessed through application, reference and interview.

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
Educated to Level 3 (A level) or Level 4 (Degree) or equivalent in (or closely relating to) the identified subject	✓	
Experience	✓	
Evidence of raising standards and performance of a cohort of young people	✓	
Innovative use of resources		✓
Working with young people through an extra-curricular		✓
Professional Skills and Abilities		
Excellent written and communication skills, including appropriate ICT skills	✓	
A secure knowledge of the importance of data as a means both to measure and to extend progress		✓
A high level of organisational skills	✓	
The ability to create a stimulating visual environment in the classroom	✓	
Have the vision to plan the way ahead and to get things done	✓	
A commitment to inclusive education	✓	
Ability to build positive working relationships with students, colleagues and parents	✓	
Demonstrate a high level of skills in written formal communication	✓	
Other		
Self-driven, results-orientated with a positive outlook	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, tolerant and determined	✓	
Empathetic - able to see things from another person's point of view	✓	
Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	
Good sense of humour	✓	

HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role or have questions ahead of making a formal application, we'd be delighted to hear from you. Please contact OUR Personal Assistant to the Senior Leadership team Nicola Pogmore via n.pogmore@honley.tlt.school

If you're ready for a new challenge, please apply by completing our application form and returning it to recruitment@tlt.school by the closing date.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2023.