



### **JOB DESCRIPTION – English Tutor (Reading)**

Job title	English Tutor (Reading)
Grade/Salary	£30.00 per Hour
Responsible to:	Curriculum Area Lead - English
Purpose of the job:	Supporting students in improving their reading ages in order to allow them to access the whole curriculum.
Effective from:	1 <sup>st</sup> November 2022

#### **Studley High School Aims & Values:**

Studley High School, Warwickshire; a comprehensive school where students of all abilities can develop and thrive as individuals and as part of a community. We encourage all students to understand that belief in oneself, when combined with integrity and 'doing the right things in the right way' will lead to success.

We promote excellence in all that we do so that everyone at Studley High School can support the school aims in:

- Promoting high expectations of all
- Encouraging mutual respect, support and trust so that all can achieve their best
- Maintaining a place where honesty, openness and fairness lead to outstanding relationships
- Developing high levels of self esteem
- Ensuring belief, self-confidence and resilience is celebrated in our students
- Always aiming higher and being ambitious for the future
- Promoting high levels of wellbeing for all
- Developing curious citizens who can communicate effectively and embrace technology
- Demonstrating the Studley Values in their day-to-day experience

It is paramount to the success of students that they are prepared fully for the challenges and opportunities that await them as they move on to post 16 life. We work hard to equip students with the skills and character attributes to thrive and make positive contributions to society. In a world where technology and social dynamics are ever evolving we are committed to preparing students to embrace and adapt to change.

Our values:

**Adaptable | Aspirational | Charitable | Creative | Independent | Mature | Resilient | Selfless**

#### **General responsibilities and duties:**

- Support students with fundamental English skills, including: reading comprehension skills, word recognition, development of subject specific vocabulary, creative writing skills, spelling, punctuation and grammar
- Support students in improving their reading ages in order to allow them to access the whole curriculum
- Deliver content which supports National Curriculum expectations in English at Key Stage 2 and Key Stage 3



- Support the different needs of our students by utilising a range of adaptive teaching practices
- To act as a role-model for students and other members of staff and represent the school in a manner consistent with its ethos and values.
- To ensure that all work with students underpins and promotes the school's ethos and values as reflected in the School's Aims & Values.
- To promote and safeguard the welfare of all students at Studley High School, Shires Multi Academy Trust.

**Curriculum provision:**

- To assist the Curriculum Area Lead for English, Tutoring Lead and the Lead Teacher of English to ensure that the literacy sessions are targeted, allow for progression and are pupil focused.

**Communications & liaison:**

- To communicate effectively with parents of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

**Commitment to Safeguarding Children:**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:
- Having excellent knowledge of the school safeguarding policy and procedures regarding child protection.
- Becoming aware of the signs and symptoms of abuse by attending relevant safeguarding training.
- Understanding and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation, Female Genital Mutilation.
- Reporting all causes for concern to the Safeguarding team using detailed and accurate information.
- Ensuring the safety of all students in the school learning environment both indoor and outdoor.
- It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (or in the case of staff to report to the Headteacher).

**School Ethos:**

- To play a full part in the life of the school community, to support its values and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To comply with the school's GDPR policy
- To comply with the school's Code of Conduct for employees.

**Equalities**

- To understand and comply with the Equality Information and Objectives Policy.
- The Trust is committed to the promotion of equal opportunities and diversity.



**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**

**Signatures:**

- The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. The job description should be seen as enabling rather than restrictive and will be subject to regular review.

**Special Requirements:**

An enhanced Disclosure and Barring Service (DBS) check and references will be requested in the event of a successful applicant. Where applicable, a prohibition from teaching check will also be completed.

Signed .....  
(Issued by - Headteacher)

Signed .....  
(Received by – staff member)

Dated .....

Dated .....



**PERSON SPECIFICATION – English Tutor (Reading)**

	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by A, I, T</b>
<b>Qualifications and experience</b>			
Qualified Teacher Status (or equivalent)		✓	<b>A</b>
Relevant Degree		✓	<b>A</b>
Relevant experience	✓		
Relevant employment or placement in Education		✓	<b>A</b>
Knowledge of recent initiatives and issues in education		✓	<b>I</b>
<b>Knowledge and skills</b>			
Ability to teach Reading to children of all ages	✓		<b>A T</b>
Ability to communicate effectively with students, colleagues (and potentially parents/carers)	✓		<b>I A T</b>
Demonstrable ability to problem solve and focus on identifying and acting on solutions	✓		<b>I T</b>
Demonstrate ability to prioritise	✓		<b>I T</b>
Ability to work within school-based systems and specified timelines	✓		<b>A I T</b>
<b>Personal qualities</b>			
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓		<b>I</b>
Ability to work calmly under pressure	✓		<b>I T</b>
Ability to communicate clearly orally and in writing	✓		<b>A I T</b>
Confident, polite and friendly manner	✓		<b>I</b>
Good organisational and time management skills	✓		<b>I T</b>
Enthusiasm and commitment to teaching	✓		<b>A I T</b>
Ability to embrace innovation and change	✓		<b>A I</b>
Able to follow direction and work in collaboration with the leadership team	✓		<b>I T</b>
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓		<b>A I T</b>
Commitment to the highest standards of child protection and safeguarding	✓		<b>I</b>

**A = Application**

**I = Interview**

**T = Task**