**Job Description**

**Post: Graduate Tutor - English**

**Department: Pastoral**

**Grade/Salary: H3**

**Responsible to: Head of English Department**

**Key Accountabilities**

* Support students as directed by the head of faculty, in liaison with SLT, with their learning to help accelerate rates of progress
* Support early morning reading and home learning club

**Values & Ethos**

**Dignity – Kindness – Compassion – Courage - Endeavour**

Our values create and underpin our ethos as well as launching well rounded, good young people into society ready to cope with and excel in all that they do. Our values ensure and secure a vibrant community in which to flourish. Central also to all we do, is the encouragement and promotion of aspiration for staff, students and parents. If we all believe we can be the absolute best we can, within and outside our capabilities, then the learning process can’t go wrong.

**Values and Behaviour:**

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

**Personal and Professional Conduct:**

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

**Key Responsibilities**

* One to one or small group work interventions as directed
* Preparation of resources to support learning
* Recording of starting and finishing points/outcomes
* Contact parents where applicable
* Use resources provided by HoF to support learning
* Support early morning literacy programme effectively
* Support after school interventions which may include home learning, small groups, 1-1 tuition
* Engage positively with young people and their learning at every opportunity and as directed
* Report any concerns re behaviour and safeguarding
* Support teaching in the classroom when directed by HoF.
* Develop skills by assisting teachers in the preparation of lessons
* Keep abreast of GCSE requirements in English in order to support students effectively
* Liaise with SENCO regarding record keeping and strategies as appropriate

**General responsibilities**

* To be aware of and work in accordance with the school’s safeguarding policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty
* To produce risk assessments, user manuals or training procedures in line with the Academy’s procedures
* To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection)
* To maintain confidentiality of information acquired in the course of undertaking duties for the department
* To be responsible for your own continuing self-development, undertaking training as appropriate
* To attend and contribute to relevant management meetings within the Academy as and when
* To up hold the ethos and standards established within the Academy and contribute to improvement at all levels
* To undertake other duties appropriate to the grading of the post as required
* To attend CPD/INSET when required to do so

**Additional Duties**

* All staff, with the support, of the academy’s designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
* To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy’s health and safety at work policy.

 **Competencies to be evidenced**

* Communication (Written & Verbal) Problem solving
* Team working
* Active Listening
* Motivational ‘can do’ attitude
* Initiative

The Job Description above has been reviewed and agreed by me and is a true reflection of the role that I undertake at The Marlborough Science Academy

Signed

Employee Date

Line manager Date

**Personal Specification**

Under the specific headings below, detail the key requirements for the post-holder to be successful in the role

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| --- | --- | --- |
|  **Attribute** | **Essential** | **DesirableDesirable**  |
| **Qualifications and training**  | * Graduate or equivalent in English
 | * Ambitious for professional development opportunities within teaching profession
 |
| **Experience**  |  |  |
|  **Knowledge and skills**     | * Good ICT skills
* Excellent communication skills
* Good personal presentation
 |  |
|   **Personal qualities**    | * Patience, kindness, resilience and humour
* Ability to organise and prioritise tasks effectively
* Ability to use initiative
* Ability to work well under pressure-

Ability to demonstrate the flexibility and “can do” attitude required in a role that is critical to the Academy  |   |