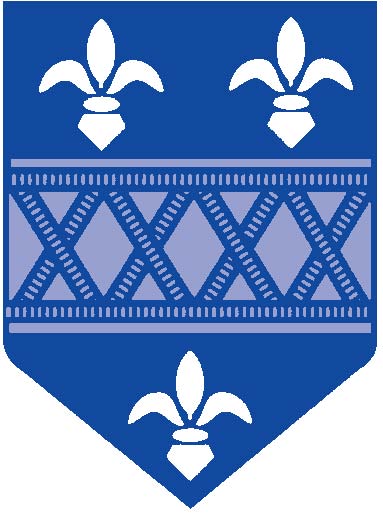
Langley Park School for Girls

**Job Description:**

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| **Title:**  Graduate Tutor  **Postholder:**  **Date Appointed:**  **Salary:**  NJC Scale 5  **Date of this Job Description:**  June 2021  **Immediately Responsible to:**  Head of Faculty  Deputy Headteacher  **Responsible for:**  Student progress in specific interventions  **Important Relationships:** Headteacher  SLT  Heads of Specific Faculty  Heads of Specific Subjects  Parents/Carers | Schools are complex organisations designed to support the learning of our young people. The better the education they receive, the greater chances and choices they will have. All young people deserve a world class education. This is only possible when everyone within a school works as part of a team, regardless of their role, to support the creation of effective and inspiring teaching and learning experiences.  All staff within the school share a responsibility to uphold the school’s basic standards in their role as a Tutor/adult within the organisation e.g. uniform, lateness, behaviour etc.  **Main Areas of Responsibility:**  **Progress of students (1:1 and small group)**  • To deliver programmes of study to small groups of students in both a virtual and face to face setting;  • To ensure all students identified for intervention are given every opportunity to meet their examination and/or progress targets;  • To liaise with parents regarding the attendance, progress and attitude of designated students, reporting to the Head of Subject weekly;  • Maintain records of students’ progress in relation to their examination targets;  • Contribute to evaluation of progress, review and target setting;  • To complete the relevant marking and feedback for students that clearly identifies what they need to improve in order to meet their targets;  • Use the Academy’s behaviour management strategies to contribute to creating a purposeful learning environment;  • To provide an impact report each half term regarding progress of delegated students.  **Progress of students within whole class setting**  • To highlight individual student’s learning needs to the class teacher and agree how he/she will be supported in each lesson;  • Assist teacher in evaluating identified students’ progress through agreed assessment activities;  • Monitor identified students’ in lessons. Providing teachers with feedback on participation and progress;  • Plan with teachers the role they will take in the lesson, preparing resources that meet the students’ needs and interests;  • Use the Academy’s behaviour management strategies to contribute to creating a purposeful learning environment;  • Maintain records of students’ progress in relation to their examination targets;  • To contribute to marking and feedback for students that clearly identifies what they need to improve in order to meet their targets;  • Under the direction of the Headteacher undertake other tasks that may be required to further the efficient running of the Academy, commensurate with the level of the post holder.  **Supporting development of the academy**  • Tracking of student’s progress through strategies like question level analysis and preparing intervention that supports the improvement in identified areas;  • To ensure targeted students are well prepared for their examinations.  **Supervision of guided learning lessons**   * Upholding and maintaining the standards required during guided learning lessons * Working one to one with students during guided learning lessons where necessary   Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. |

**Agreed and signed**

Postholder ………………………………………………………………… Date ……………………………………………

Headteacher ………………………………………………………………… Date ……………………………………………