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| Job description: Graduate Tutor (UQT)  **Our Mission**  Our purpose is to **inspire** a love of learning, **empower** our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live    To **achieve** excellence in all aspects of school life. | |
| *Thurston Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.* | |
| **Summary of the role:** | To support students that may have encountered barriers to learning and those whose education has been most affected by the disruption caused by the pandemic. |
| **Line management** | Managed by Head of Department  No line management responsibilities associated with this post |
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| **Main duties and responsibilities:** | To deliver a tailored programme of support, unique for our school.  Your main responsibility in this role will be delivering:  • Small group work  • One-to-one support  • Revision lessons (in groups or one-to-one). |
| **Specific Role** | Teach students and classes allocated, and provide a well-planned, challenging and purposeful learning environment for students  Set homework on a regular basis and mark student work promptly  Assess, monitor, record and report on student achievement in line with College and Team policy  Assist in the identification of student special educational needs, and support the work of the Academic Support Team, including participation in the writing and review of individual education plans  Make effective use of student performance data, and student and staff target-setting; and provide relevant information to the Head of Subject and Year Leaders  Monitor and record student attendance in line with College and Team policy, and support the College Leadership teams in the maintenance of high levels of student attendance  Prepare for and attend Department and Year Team meetings and support the work of the Department and the Year Team  Support and carry out policies and practices to promote positive student behaviour and achievement in the department within the framework of the College Behaviour Policy  Participate in and support the Performance Management Policy  Undertake such other duties as reasonably required by the Principal |