

# Job Description

**Greensand Support Staff Salary**

**Scale:** 9-13, £26,777-28,686

**Contract type:** 35 hours per week, 39 weeks per year (term time only)

**Reporting to:** Senior Leadership Team

## Intervention Tutor - English

### Job Purpose

- To support students who are underachieving.
- Contribute to raising standards of Pupil Premium attainment.
- To contribute towards the positive learning experience received by students.
- To Promote and support the vision and values of Reigate School and the Greensand Multi Academy Trust.

### Key Accountabilities

- Perform data analysis and identify students who require intervention.
- Hold individual and small group tutoring/mentoring sessions with identified students.
- Monitor student progress in English.
- Keep detailed records of interventions for all students within their remit.
- Attend Impact meetings as required.
- Liaise with appropriate staff to identify students who are underachieving.
- Liaise with parents of underperforming children.
- Support students in English lessons.
- Deliver Literacy Intervention Programmes to small group interventions.
- Carry out all such other duties as your Line Manager may reasonably direct.
- Lead homework interventions and support Pupil Premium children in Homework Club.
- Be a Form tutor, supporting the form with attendance, behaviour, and attainment.
- Carry out other reasonable duties commensurate with the post as required and as directed by the Headteacher of members of the Senior Leadership Team.
- Be adaptable to departmental practice and to perform other reasonable tasks as requested.

## Personal Specification

### Qualifications and Experience

#### Desirable

- Evidence of further education or training
- Experience of working with young people in a school/education environment

#### Skills

- To be able to analyse data
- To be able to plan and organise own work schedule
- To be able to undertake administrative tasks
- To be confident using IT (Word, Excel, SIMs/Arbor)
- To be able to communicate effectively
- To be able to motivate students to learn
- To be able to think through and implement strategies to enhance student learning

### Personal Qualities

- Patient
- Hardworking and committed
- Enjoyment of working with children
- To be able to work effectively and sensitively with students and colleagues
- To be flexible and responsive to change
- To be enthusiastic and have the ability to motivate others

### Notes:

This job description is not an exhaustive list of accountabilities and may be amended at any time in consultation with the postholder.