



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

INTERVENTION TUTOR

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Delivering Group Tuition

- 1.1 Your main responsibility in this role will be delivering support to pupils in the format of:
 - i. Small group work (most sessions will be 1:3).
 - ii. One-to-one support for those with additional barriers to learning.
 - iii. Revision lessons (in groups or one-to-one).
 - iv. Additional support for those shielding or not in school.
- 1.2 In order to support this, you will also be expected to:
 - i. Work with SLT in the school to identify which pupils need 1:1, 1:2 or 1:3 support packages.
 - ii. Identify learning gaps and helping to shape a bespoke intervention programme for pupils.
 - iii. Deliver engaging sessions, to support a range of learning styles with clear learning objectives.
 - iv. Manage behaviour of pupils.
 - v. Differentiate sessions in line with pupils ability, taking into account any barriers to learning or additional needs.
 - vi. Derive measurable outcomes from each session to track progress demonstrate safeguarding standards in all practice.

2. Training and Development

- 2.1 Engage fully in the induction training provided, including undertaking any tasks specified in the training.
- 2.2 Engage fully in ongoing training aimed at addressing specifically identified areas for improvement.

3. Quality Assurance, Monitoring and Evaluation

- 3.1 Provide all information required by the school for the purposes of reporting, quality assurance, monitoring and evaluation in line with required deadlines.

- 3.2 Monitor pupil progress within sessions and share this with teachers and agree actions.
- 3.3 Report pupil absences immediately so that schools can follow them up.

4. Safeguarding

- 4.1 Report all safeguarding concerns and/or disclosures to the School's Designated Safeguarding Lead.

5. Other Responsibilities

- 5.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders.'
- 5.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.3 Contribute to the wider life of the Trust and the Star community.
- 5.4 Carry out any such duties as may be reasonably required by the Trust.

6. Records Management

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	Degree in relevant subject with 2:2 or higher (or UK equivalent).	E	✓	
2.	Grade 4 (Grade C) or above in GCSE maths and English or equivalent.	E	✓	
EXPERIENCE				
3.	Successful experience of working as a teacher of the subject and key stage required for the tuition group(s).	D	✓	✓
4.	Experience of working as a tutor with small groups of pupils.	D	✓	✓
5.	Experience of delivering effective teaching/tuition.	D	✓	✓
6.	Experience of successfully supporting the progress and attainment of disadvantaged pupils.	D	✓	✓
7.	Planning and preparing tuition sessions.	D	✓	✓
8.	Successful delivery of sustained outstanding attainment and achievement.	D	✓	✓
9.	Innovation and creativity to engage, enthuse and progress learners.	D	✓	✓
10.	Partnership and team working.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
11.	Knowledge of curricula, specifications and assessment criteria in the subject area and key stage.	D	✓	✓
12.	Ability to set clearly articulated targets, to track progress and adopt strategies towards achieving them.	D	✓	✓
13.	Well developed skills in planning, marking and feedback to support pupil progress.	D	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
14.	Ability to use digital learning platforms and educational software in the tuition environment to deliver engaging tuition sessions and monitor student progress effectively.	D	✓	✓
15.	An understanding of the role of tuition in supporting the progress of disadvantaged pupils.	D	✓	✓
16.	A knowledge of safeguarding procedures and priorities.	D	✓	✓
17.	Ability to communicate effectively, articulately and sensitively with a range of groups and individuals.	D	✓	✓
PERSONAL QUALITIES				
18.	Commitment to delivering tuition sessions outside school hours as required.	E	✓	✓
19.	Highly organised, diligent, literate and articulate.	E	✓	✓
20.	A passionate belief in the Trust's and school's mission statement.	E	✓	✓
21.	A strong belief in the value of education in developing citizens.	E	✓	✓
22.	Highest levels of professional and personal integrity.	E	✓	✓
23.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
24.	Personal resilience, persistence and perseverance.	E	✓	✓
25.	Passionate and driven to support level up opportunities for disadvantaged children.	E	✓	✓
26.	Commitment to the pursuit of continuous professional development by oneself and others.	E	✓	✓
27.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
28.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
29.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
30.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
31.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
32.	Commitment to support The Trust's and Star agenda for safeguarding and equality and diversity.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
33.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓