

**Key Stage 1/2 Tutor Teacher**

**Job Specification**

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|  **Job Title** | Key Stage 1/2 Tutor Teacher |
|  **Location** | Knowle Primary School |
|  **Responsible to** | Head of School/Executive Headteacher |
|  **Job Type** | Temporary (Until 31st August 2022) |
|  **Salary FTE** | MPS 1 – 6 (£25,714.00 - £36,961.00) |
|  **FTE** | 1.0 FTE |
|  **Closing Date** | Midday on Wednesday 1st December 2021 |
|  **Interview Date** | Monday 6th December 2021 |
|  **Start Date** | Monday 4th January 2022 |

**Roles and Responsibilities**

* Take responsibility for tutoring children from years 1 to 3 in primarily English.
* Tutor children in group of 1:2 with every child receiving 15 hours of tuition.
* Based on your hours of work, tutor up to 104 children between January 2022 and the end of the academic year.
* Be responsible for closing the gap in pupils knowledge and skills within writing.
* Liaise closely with the child’s class teacher to ensure that progress is made.
* Carry out any expected assessments on the child to be able to record the progress that they make.
* Work in collaboration with the KS1 and KS2 leaders to raise standards.
* Manage your own time and timetable effectively and catch up children who miss tutoring sessions accordingly.
* To carry out the professional duties covered by the latest School Teachers’ Pay and Conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.
* Deliver and administer statutory and non-statutory assessments- where applicable.
* Plan lessons/sessions in line with the advice and guidance of the child’s class teacher- use own initiative to adapt planning accordingly.
* Maintain the positive ethos and core values of the school, both inside and outside the classroom.
* Promote the school’s visions, aims and values.
* Contribute to constructive teambuilding amongst teaching and non-teaching staff, parents and governors.
* Demonstrate effective behaviour management.
* Be willing to take part in wider school life
* Bring initiative, energy and drive to the team
* Have high expectations of every child from their given starting points
* Refuse to allow disadvantage to be a barrier to their children’s achievements
* Empower and inspire children and staff to want to succeed
* Have secure subject knowledge in the primary curriculum- particularly within English- Writing and Spelling, Punctuation and Grammar.
* Be immersed in our inclusive nature as a school and recognise/appreciate the needs of our children and community

**The Tutor Teacher will:**

* Implement agreed school and trust policies and guidelines.
* Support initiatives decided by the LAT, Executive Headteacher, Head of School and staff.
* Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
* Be able to set clear targets, based on prior attainment/learning, for pupils’ learning.
* Through high quality teaching deliver a school curriculum that inspires all children.
* Keep appropriate and efficient records, integrating formative and summative assessment into planning.
* Work with school leaders to track the progress of individual children and intervene where pupils are not making progress.
* Report to parents on the development, progress and attainment of pupils.
* Promote the school’s code of conduct amongst pupils, in accordance with the school's behaviour policy.
* Participate in meetings which relate to the school's management, curriculum, administration or organisation.
* Communicate and co-operate with specialists from outside agencies.
* Make effective use of ICT to enhance learning and teaching.
* Participate in the performance management system for the appraisal of their own performance, or that of other teachers.

This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the headteacher and postholder.

**PERSON SPECIFICATION**

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| **Job Title**  | Key Stage 1/2 Tutor Teacher  |
| **Location**  | Knowle Primary School |
| **Salary** | MPS 1 – 6 (£25,714 - £36,961) |

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|  | **Essential** | **Desirable** |
| High quality teaching leading to good progress and outcomes | Excellent teaching skills and a passionate commitment to excellence and enjoyment | *Ability to contribute to a curriculum team* |
| Experience of working successfully in KS1 and KS2 | *Experience of working across different age groups within a primary school* |
| Excellent use of feedback and assessment to support children’s understanding of their next steps and targets |  |
| Thorough understanding of the teaching of phonics and Early Reading | *Experience of delivering RWInc or alternative* |
| Understanding of the importance of pupil progress data tracking and target setting |  |
| Commitment to meet all of the needs of the children | Proven ability to cater for the needs of all children, including the most vulnerable and pupil premium children  |  |
| Proven ability to improve outcomes for children (academic and pastoral) |  |
| Clear awareness of how to keep children safe |  |
| High quality behaviour management | A proven ability to manage children’s behaviour, using a positive approach |  |
| Evidence of an ongoing positive and enthusiastic approach to motivating the children and supporting colleagues |  |
| Commitment to the wider life of the school and professional development | Good emotional intelligence and inter-personal skills | *Sense of humour* |
| Ability to work sensitively with children, parents and carers | *Willingness to lead extra-curricular activities* |
| Ability to be flexible and adapt to any last minute changes |  |
| Keen interest in further professional development and evidence of responding positively to advice given |  |
| Commitment to working collaboratively with colleagues at Knowle and across the Trust for the good of all children |  |
|  | Qualified teacher statusCommitment to following the school’s code of conduct (within staff handbook) |  |