**Job Description**

**One to One/Small Group Tutor and Cover Supervisor**

1. Working with reference to the Tuition Handbook for Tutors (DSCF-01066-2009)

2. Meet with the class teacher, before tutoring, to discuss assessment information and targets identified by the class teacher. Design the tailored learning programme for the pupil and agree the outcomes with the class teacher.

3. Meet with class teacher, pupil and parents to establish a relationship before tutoring begins and agree time and location of tutoring

4. Liaise with the class teacher during the tuition

5. Provide feedback to class teacher to review progress at the end of the tuition period and agree next steps

6.. Cover classes as directed by the leadership team.

**EXPERIENCE ESSENTIAL:**

• Past experience of working with KS1 and KS2 children in a school setting

* Knowledge of the primary curriculum