

Job Description

KEY INFORMATION	
Post title:	One to One Tutor (Casual)
Grade:	
Responsible to:	Head of Department/Head of Faculty/A member of SLT
Responsible for:	

OVERALL PURPOSE OF JOB
To deliver targeted intervention and support to identified students, on a one-to-one or small group basis, helping to raise attainment by identifying and addressing reasons for underperformance.

MAIN DUTIES AND RESPONSIBILITIES	
1	Plan and deliver intervention programmes to identified pupils in the specified subject area
2	Develop intervention material, which is broad, balanced, relevant and differentiated
3	Track the progress of students who you work with, identifying areas for development
4	Liaise with class teachers, Head of Department/Faculty and SLT regarding the progress of identified students
5	Facilitate and encourage an environment which supports students' learning and helps them achieve their potential
6	Support exam revision sessions as required
7	Attend faculty/departmental meetings as required
8	Develop positive working relationships with students, staff and parents and other contacts as required

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection



	and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	Educated to A Level in the subject area
2	<i>Relevant degree in the subject area (desirable)</i>
3	<i>Qualified Teacher Status (desirable)</i>
Experience	
1	Experience of working with students and young people on a one-to-one/small group basis, delivering interventions
2	<i>Relevant teaching experience (desirable)</i>
Skills/Knowledge/Abilities	
1	Ability to manage behaviour by following the school's behaviour management system
2	Ability to work independently and as part of a team
3	Excellent communication skills, both written and verbal
4	Strong organisational skills
5	Ability to use a range of ICT systems, including confidence in using standard computer packages (e.g. Microsoft suite, Google) and school-specific software
6	Ability to track and monitor student attainment, and identify areas for development
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check