

Job Description

Post Title:	One to One Tutor (Casual)
Grade:	£32.67 per hour – with QTS £25.40 per hour – without QTS
Reports To:	Head of Department/Head of Faculty/A member of SLT
Responsible For:	N/A

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:	
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