Job Description
School based tutor

Accountable to:	Vice Principal
Salary:	£25 per hour
Contract Type:	Fixed term – until June 2022
Hours:	Negotiable, but typically between 7.5 and 12.5 per week during term time, between 2.30 and 5 pm.

Introduction

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties / specific tasks may be varied from time to time, which do not change the general character of the job or the level of responsibility entailed. This will allow flexibility for the college to respond to changing priorities and also support and enhance individual professional development.

Job Purpose

▲ To provide high quality, one to one and small group tuition in your specialist subject.
▲ To provide feedback to students and staff to ensure the provision complements in class teaching.

Specific Responsibilities

▲ To tutor individual students as required.
▲ To maintain up-to-date information about individual students' learning and progress.
▲ To support the work of the teaching staff and Head of Department.
▲ To plan and deliver personalised tutoring sessions for identified students.
▲ To evaluate the impact of the support delivered.
▲ To prepare materials for use in tutoring sessions.
▲ To feedback to students about their learning so that they can make further progress.
▲ To develop and maintain a good understanding of the relevant exam specification.

General Responsibilities

- ▲ To support teaching staff in the provision of a high quality education to our students.
- ▲ To respond positively to the needs of students, parents, colleagues and governors.
- ▲ To support and maintain good administrative practices in the college.
- ▲ To help create a strong College community, characterised by consistent, orderly, caring and respectful relationships.
- ▲ To help develop a positive College culture and ethos that is utterly committed to achievement.
- ▲ To self-manage time to ensure all tasks are completed as directed by the Head of Department or Vice Principal.
- ▲ To comply with all College policies.
- ▲ To act as a role model for students, particularly in dress, punctuality, behaviour, language and conduct.

Health and Safety Responsibilities

- ▲ To adhere to college health and safety policies, procedures and current statutory health and safety requirements.
- ▲ To attend training as and when required for the purposes of safeguarding children and corporate safety.
- ▲ To ensure The Spires College is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS).

Person Specification

The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

Skill	Essential or Desirable	How assessed
Educated to degree level or equivalent. Evidence of high standards of literacy and numeracy.	E	Application form
Good ICT skills	E	Application form
Able to meet deadlines	E	Interview and selection process
Able to communicate effectively with students, staff, parents and carers	E	Interview and selection process
Able to relate effectively to young people	E	Interview and selection process
Able to work effectively with colleagues and form positive relationships	E	Interview and selection process
Personal Qualities		
Professional in manner, actions and appearance	E	Interview and selection process
Approachability	E	Interview and selection process
Empathy	E	Interview and selection process
Flexibility	E	Interview and selection process
Patience	E	Interview and selection process
Ability to keep confidentiality	E	Interview and selection process
Knowledge		
Knowledge and understanding of safeguarding practices within a school context	D	Application form, Interview and selection process
Experience		
Experience of working with young people	E	Application form
Experience of working in a school environment	D	Application form