

Job Description



Post Title	School Led Academic Tutors
Salary	£25.00 per hour for qualified teacher status £18 per hour for unqualified teacher/tutor status
Location	Newland School for Girls
Reporting to	Director of subject area

Purpose of Role

- To provide intervention to students to support catch-up interventions across Years 7 – 11 to aid students who have suffered and fallen behind due to the COVID-19 Pandemic, through the government funded 'School-Led Tuition' programme.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. Establish and maintain effective relationships with students in order to support them effectively.
3. Raise the aspirations of students and promote the benefits of participation in learning, aiming to build confidence and resilience in students.
4. Facilitate learning activities for students to raise wellbeing.
5. To deliver a tailored programme of intervention.
6. To liaise and collaborate with relevant Subject Leads and establish effective working relationships.
7. Make effective use of learning resources including IT.
8. To prepare and deliver in-person lessons in small groups of no more than 3 students.
9. To Liaise with parents/carers where appropriate.
10. To provide comprehensive feedback for each student.
11. To support students to catch-up by teaching students according to their educational needs, including the setting and marking of formative and summative assessments.
12. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
13. Carry out all duties in the strictest confidence and in compliance with the General Data Protection Regulation (GDPR).
14. To carry out your duties in line with the School's policy on Equality and diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	N/A
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	None

Responsibility for Physical Resources:

None

		E	D	How Identified
Qualifications	Grade 4 or above (or equivalent) in English and Maths	/		Certificates
	Relevant teaching qualification		/	
	Higher level qualifications at level 3 and above		/	Certificates
Relevant Experience	Experience of working in an education environment		/	AF, I
Skills & Abilities	Motivation to work with children and young people	/		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	/		
	Ability to work under pressure, independently and use own initiative	/		
	Ability to plan effective actions for pupils at risk of underachieving	/		
	Excellent literacy and numeracy skills	/		
	Ability to work under own initiative and be proactive as well as reactive in behaviour management	/		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	/		AF, I
	Knowledge of the range of support services to support children and families		/	
	Thorough understanding of the secondary school curriculum		/	
	Secure subject specific knowledge	/		
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	/		AF, I
	High level of verbal communication, including group and one to one delivery.	/		
Written Skills	High level of written communication to include producing reports	/		AF, I
Personal Qualities	To be prepared to undertake relevant and statutory school training	/		AF, I
	An accurate and well organised approach to work and the ability to work towards deadlines	/		
	High level of drive, motivation, enthusiasm	/		
	Ability to show respect and courtesy at all times, and form good relationships, and with other professionals, pupils and parents	/		
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	/		DBS

	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	/		(after short listing)
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