

School Led Tutor Job Description

Purpose

The School-Led Tutoring Programme is intended to help close the education gap which widened as a result of COVID-19. We know that disadvantaged and vulnerable pupils faced more barriers and tutors will deliver small group tuition, to KS1/2 pupils in Maths, English and potentially phonics.

Key Tasks to include:

- Manage and deliver individual/small group tuition planned independently or with the teacher.
- Foster positive, professional relationships with pupils.
- Work with the teachers to identify learning gaps in selected pupils, developing and delivering appropriate strategies to close these gaps.
- Deliver high quality support and intervention that will promote pupil wellbeing, confidence and progress, encouraging and enabling pupils to develop self-reliance and improve levels of self-esteem.
- Engage in regular interaction with other members of staff to ensure that tutor sessions address education gaps and provide support in areas that pupils are struggling with.
- Deliver tutoring sessions that focus on a specific subtopic or skill within an academic subject where it is found that this approach will be particularly beneficial to pupils.
- Monitor tutoring programmes to ensure they are explicitly linked to classroom teaching and pupil's specific needs.
- Deliver high quality and individualised feedback for pupils as this is essential to a pupil's progress, regularly assessing and monitoring to ensure pupils remain on track, identifying appropriate areas of focus.
- Prepare differentiated resources for small groups.
- Assist in preparing and maintaining the learning environment, effectively utilising ICT.
- Encourage positive pupil behaviour and adhere to agreed behaviour management policies.
- Attend relevant school meetings, commensurate with hours worked.
- Perform other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

General

To be aware of and work in accordance with the child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.

To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).

To maintain confidentiality of information acquired in the course of undertaking duties for the school.

The post holder is responsible for his/her own self-development on a continuous basis.

To undertake other duties appropriate to the grading of the post as required.

This job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties at the request of the Headteacher appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

In addition the following 'Code of Conduct' areas:

- operate at all times within the stated policies and practices of the school;
- aim for the agreed vision of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- take responsibility for 'safeguarding' our children
- create a stimulating, lively environment for our children within which they feel safe, happy and secure;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

The Trust is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Prepared by: Kernow Learning

Date: December 2021

Signed (employee)

Date