**Oldham Sixth Form College – Job Description**

**Intervention Tutor**

**Purpose of the Role**

Intervention Tutors will perform a key role in working with students in small groups to support the College’s academic interventions for our GCSE Maths, GCSE English or A Level Science students.

**Summary of Main Duties and Responsibilities**

* Work closely with course teams to develop a programme of GCSE English, GCSE Maths or A Level Science interventions which is relevant and linked to the curriculum.
* Provide small group support for students outside of their lessons, delivering a structured programme of intervention focussing on exam preparation, and the use of GCSEPod and MathsWatch as appropriate.
* Assess students’ work as necessary.
* Work with students to develop effective study skills and revision techniques.
* Monitor attendance at English/Maths/Science lessons for the students in your groups.
* Monitor students’ homework, provide advice and guidance as necessary
* Provide support and guidance to students on organisation skills and meeting deadlines.
* Demonstrate a proactive approach to supporting students to achieve their examinations.
* Keep accurate records of the students you support and provide regular updates on their progress to the subject Course Leader.
* Use behaviour management strategies consistently and in line with college procedures to promote positive behaviour.

**Requirements of all Staff**

* To promote and uphold the College’s Mission Statement, values and strategic aims objectives.
* To comply with College’s policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
* To work positively with colleagues, students, parents and other partners, regardless of their gender, ethnicity, sexuality, age or disability.
* To attend briefings and staff meetings as required.
* To participate in the College Performance Management Review scheme and undertake professional development and training as required.
* To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.
* To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal.

## Relationship to other posts within the College

**Supervision received:** Course Leader, Curriculum Area Leader

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| --- | --- | --- |
| Job Specification Review Cycle | Date | Initials |
| New Post | October 2020 | PMY |

**PERSON SPECIFICATION: GCSE INTERVENTION TUTOR**

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

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| --- | --- | --- | --- |
|  | Essential | Desirable | Method of Assessment |
| Experience  |  |  |  |
| Previous experience of supporting the learning of young people |   | x | Application/Interview |
| Experience of mentoring or coaching |   | x | Application/Interview |
| Skills and Knowledge |  |  |  |
| Articulate and well-developed communication skills and ability to engage with young people in a positive manner | x |  | Application/Interview/References |
| Good Interpersonal skills and ability to establish and maintain good working relationships with others. | x |  | Application/Interview/References |
| Ability to motivate and encourage others | x |  | Application/Interview/References |
| Up-to-date knowledge and understanding of GCSE English and/or Maths and/or Science | x |   | Application/Interview/References |
| Ability to develop creative and innovative resources. | x |   | Application/Interview/References |
| Excellent IT skills (preferably in the use of G Suite) | x |  | Application/Interview/References |
| Sound administrative and organisation skills and ability to prioritise own work, work under pressure and meet deadlines. | x |   | Application/Interview/References |
| Education and Qualifications |  |  |  |
| Excellent standards of literacy and numeracy. | x |   | Application/Interview |
| Good academic background | x |  | Application |
| Good A Level pass grade in English and/or maths | x |   | Application |
| Minimum 2:1 honours degree | x |  | Application |
| Attitude and Personal Qualities |  |  |  |
| Ability to work independently and as a member of a team. | x |   | Application/Interview/References |
| Commitment to the College Mission culture and ethos. | x |   | Application/Interview/References |
| Ability to keep accurate records | x |   | Application/Interview/References |
| Positive and Enthusiastic. | x |   | Application/Interview/References |
| A positive attitude to IT and a willingness to learn to use digital resources effectively. | x |   | Application/Interview/References |
| Commitment to the College’s Teaching and Learning Strategy. | x |   | Application/Interview/References |
| Active participation in continuous professional training and development. | x |   | Application/Interview/References |
| Suitability to work with children.  | x |   | Enhanced DBS clearance/ References |
| Commitment to equality of opportunity and anti-discriminatory practice. | x |   | Application/Interview |
| Sensitivity to community issues. | x |   | Application/Interview |
| Ability to respond flexibly and creatively to new challenges and opportunities. | x |   | Application/Interview/References |
| Empathy with the 16-19 year age group and the provision of a quality service for young people. | x |   | Application/Interview |