

Specialist Academic Tutors-Job description

Line managed by: Director of Subject or school subject leader

Salary/Hours: hourly rate to be negotiated as required in the autumn, spring and summer term (ahead of the examination series 2022) – maximum 5 hours per week

Summary

To support students in achieving their potential. To lead subject sessions aimed at reteaching content that is not yet secure for identified underachieving students. To help develop students' confidence and fulfil their potential within the given subject.

Outline of responsibilities and tasks

1. Plan and deliver a series of tutorial sessions in the specialist subject area that enhances the learning of identified students by working with them in small groups outside formally timetabled classes.
2. Work with relevant school staff to agree the content of the tutorial sessions for the identified students.
3. Monitor the attendance of the identified students in the support sessions.
4. Regularly liaise with relevant subject staff regarding the progress of the identified students.
5. Where appropriate, to liaise with parents/carers to report on student progress.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Deputy Chief Executive Officer reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Specialist Academic Tutors-Person Specification

Criteria	Essential	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none">▪ Honours Degree in the relevant subject▪ Good IT, numeracy and literacy skills	<ul style="list-style-type: none">▪ DfE recognised Qualified Teacher Status in the relevant subject	Application form, interview and references
Experience	<ul style="list-style-type: none">▪ Suitability to work with young children▪ Able to form and maintain appropriate relationships and personal boundaries with children and young people▪ Experience of procedures relating to child protection and safeguarding▪ Experience of the curriculum and exam specification at KS4 and/or KS5 in the	<ul style="list-style-type: none">▪ Experience of teaching across the full age and ability range of a secondary school	Application form, interview and references

	<ul style="list-style-type: none"> relevant subject ▪ Experience of Microsoft Office and online meetings packages (e.g. Microsoft Teams) ▪ Experience of working effectively with others to meet common goals 		
Skills and attributes	<ul style="list-style-type: none"> ▪ Commitment to improving student learning and raising achievement ▪ Enthusiasm to inspire in students a desire to learn and participate ▪ An effective communicator and motivator of students ▪ Able to form and maintain appropriate relationships and personal boundaries with children and young people ▪ Positive attitude to the use of authority and maintaining discipline ▪ Ability to encourage high standards of student behaviour at all times ▪ Ability to supervise and assist students to ensure they make progress ▪ Ability to liaise with other members of staff in a professional manner ▪ Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload ▪ Ability to relate to students and staff ▪ Ability to deal with problems in a positive and systematic manner ▪ Ability to communicate effectively at all levels ▪ Ability to support 	<ul style="list-style-type: none"> ▪ An excellent classroom practitioner 	<p>Application form, interview and references. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ attitudes to the use of authority and maintaining discipline

	students and respond to parents/carers through fluent and accurately spoken English		
Personal qualities	<ul style="list-style-type: none"> ▪ A willingness to work with young people and adults. ▪ Ability to use judgement and common sense ▪ Approachable ▪ Ability to prioritise ▪ Ability to work on own initiative ▪ Commitment ▪ Reliable and trustworthy ▪ Flexible approach to work ▪ Honest ▪ Ability to be sensitive to the needs of others ▪ Ability to be supportive ▪ Professionalism ▪ Willingness to reflect upon his/her experiences in a critical and constructive manner 		Application form, interview and references

The MAT is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Issued by: _____

Date: _____

Received by: _____

Date: _____