



Star

## STAR ACADEMIES

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### STAR TUTOR

#### JOB DESCRIPTION

##### JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

##### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

#### 1. Delivering Group Tuition

- 1.1 Your main responsibility in this role will be to deliver a 30-hour Star tuition programme to prepare borderline grade '5' pupils for their GCSE exam in the summer.
  - i. The 30 hours of revision sessions will be split in to two blocks of tuition delivered between January and April. Block 1 (15 hours) delivered during HT3 (and Feb HT). Block 2 (15 hours) delivered during HT4 (and Easter).
  - ii. The maximum length of each session will be two hours.
  - iii. All sessions will be delivered outside of school hours.
  - iv. All sessions will be delivered face-to-face in school.
  - v. All sessions will be delivered to 'Star' pupils – those who are forecast to be borderline for achieving grade '5' in the subject.
  - vi. The tuition programme will not replace the regular intervention taught by the school teacher.
  - vii. The maximum group size will be fifteen.
  - viii. The content of the programme will be devised and quality assured by the school to ensure that the tuition programme complements quality first teaching.
- 1.2 In order to support this, you will also be expected to:
  - i. Deliver the tuition programme with fidelity to the planned foci, devised by the school.
  - ii. Identify learning gaps and help to shape a bespoke intervention programme for pupils.
  - iii. Deliver engaging sessions, to support a range of learning styles with clear learning objectives.
  - iv. Provide, and then mark, homework after each session to reinforce the learning of the session.
  - v. Manage behaviour of pupils.
  - vi. Differentiate sessions in line with pupils ability, taking into account any barriers to learning or additional needs.
  - vii. Derive measurable outcomes from each session and ensure that pupils make rapid and sustained progress.

## **2. Training and Development**

- 2.1 Engage fully in the induction training provided, including undertaking any tasks specified in the training.
- 2.2 Engage fully in ongoing training aimed at addressing specifically identified areas for improvement.

## **3. Quality Assurance, Monitoring and Evaluation**

- 3.1 Provide all information required by the school for the purposes of reporting, quality assurance, monitoring and evaluation in line with required deadlines.
- 3.2 Monitor pupil progress within sessions, share this with teachers and agree actions.
- 3.3 Report pupil absences immediately so that school can follow them up.

## **4. Safeguarding**

- 4.1 Report all safeguarding concerns and/or disclosures to the school's designated safeguarding lead (DSL).

## **5. Other Responsibilities**

- 5.1 Promote the trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders.'
- 5.2 Champion the trust's values of 'Service,' 'Teamwork,' 'Ambition' and 'Respect.'
- 5.3 Contribute to the wider life of the trust and the Star community.
- 5.4 Carry out any such duties as may be reasonably required by the trust.

## **6. Records Management**

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract.'*



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### PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	Degree in relevant subject with 2:1 or higher (or UK equivalent).	E	✓	
<b>EXPERIENCE</b>				
2.	Successful delivery of sustained outstanding attainment and achievement.	E	✓	✓
3.	Successful experience of working as a teacher of the subject and key stage required for the tuition group(s).	E	✓	✓
4.	Experience of delivering effective teaching/tuition.	E	✓	✓
5.	Experience of successfully supporting the progress and attainment of disadvantaged pupils.	E	✓	✓
6.	Experience of planning and preparing tuition sessions.	E	✓	✓
7.	Successful experience of working within a team.	E	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
8.	'Star Excellence' or 'Proficient Teacher' if employed by Star. If not employed by Star, record of exceptional teaching.	E	✓	✓
9.	Knowledge of curricula, specifications and assessment criteria in the subject area and key stage.	E	✓	✓
10.	Ability to set clearly articulated targets, to track progress and adopt strategies towards achieving them.	E	✓	✓
11.	Well-developed skills in planning, marking and feedback to support pupil progress.	E	✓	✓
12.	Ability to deliver engaging tuition sessions and monitor student progress effectively.	E	✓	✓
13.	An understanding of the role of tuition in supporting the progress of disadvantaged pupils.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
14.	A knowledge of safeguarding procedures and priorities.	E	✓	✓
15.	Ability to communicate effectively, articulately and sensitively with a range of groups and individuals.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
16.	Commitment to delivering tuition sessions outside school hours as required, including during weekends and evenings.	E	✓	✓
17.	Highly organised, diligent, literate and articulate.	E	✓	✓
18.	A passionate belief in the trust's and school's mission statement.	E	✓	✓
19.	A strong belief in the value of education in developing citizens.	E	✓	✓
20.	High level of professional and personal integrity.	E	✓	✓
21.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
22.	Personal resilience, persistence and perseverance.	E	✓	✓
23.	Commitment to support levelling up opportunities for disadvantaged children.	E	✓	✓
24.	Commitment to the pursuit of continuous professional development by oneself and others.	E	✓	✓
25.	A passionate belief in the trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders.'	E	✓	✓
26.	A strong commitment to the trust's value of 'Service.'	E	✓	✓
27.	A strong commitment to the trust's value of 'Teamwork.'	E	✓	✓
28.	A strong commitment to the trust's value of 'Ambition.'	E	✓	✓
29.	A strong commitment to the trust's value of 'Respect.'	E	✓	✓
30.	Commitment to support the trust's agenda for safeguarding and equality and diversity.	E	✓	✓
31.	Sympathetic to and supportive of the mixed multi-academy trust model and ethos of the establishment.	E	✓	✓