

Temporary Casual Academic Tutor

Responsible to: Head of Department

Overall Responsibility

- To plan, develop and deliver high quality one-to-one or small group tutoring sessions using a variety of approaches, to continually enhance teaching and learning.
- To maintain and build upon the standards achieved in the award for QTS Secondary as set out by the Teacher' Standards.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to school policy and Safeguarding & Child Protection Policy & Procedures.
- To support all school policies and procedures.

Teaching and Learning

1. Support student learning through effective one-on-one or small group tutoring sessions in accordance with the Department's schemes of work and policies.
2. Assess students' strengths and areas to develop in order to establish targeted interventions in order to support students.
3. Set high expectations for all students.
4. To monitor student progress, keeping student records that include assessment outcomes and targets to enable all students to achieve their full potential.
5. Keep an accurate register of students for each session. Unexplained absences should be reported immediately.
6. Use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem.
7. Assist in development of resilience and positive emotional well-being.

Subject Knowledge and Understanding

1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.

Professional Standards and Development

1. Be a role model to students through personal presentation and professional conduct.
2. Be familiar with, and support, CCHSG and Trust policies and procedures,
3. Establish effective working relationships with colleagues
4. Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions and Teacher Standards, and teachers' legal liabilities and responsibilities relating to all current legislation.
5. Consider the needs of all students within sessions.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others.
2. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION FOR APPLICANTS

We want all staff at Colchester County High School for Girls to:

- relate well to students in all aspects of school life;
- put the needs of the students first and work with them to achieve their full potential;
- be self-motivated and aim for the highest standards in all that they do;
- be dedicated to the success of the students, their teams, the school and themselves;
- have the relevant qualifications to fulfil the requirements of the post;
- have confidence and competence in the use of Information Technology;
- contribute to and be active in the work of their team(s);
- have good communication skills;
- have a sense of humour;
- be positive and co-operative;
- respond constructively to developments within their areas;
- have enthusiasm, energy, resilience and vision;
- have an excellent record of successful teaching;
- have strong organisational and interpersonal skills;
- have strong management and leadership skills where appropriate;
- have a commitment to continuous school improvement;
- have a commitment to personal development and accept advice and coaching;