

## **Job Profile**



### **Cardinal Griffin Catholic College**

<b>Post Title</b>	<b>Grade</b>	<b>Date</b>
Tutor – Unqualified Teacher	UQ1 Fixed point	October 2021

## **Reporting Relationships**

**Responsible to: The Senior Leadership Group (LGR1)**

## **College Purpose and Values**

We use the phrase 'Ad maiorem Dei gloriam', 'To the greater glory of God'. This expresses our commitment to educating the whole child, giving them not only the best qualifications and experiences to prepare them for the world; but educating them to be better people, better citizens and more caring individuals. We expect all our staff to be committed to this wider commitment to education of the whole child whatever role they play in our organisation. We therefore expect our staff to be committed to being pupil focused, giving the needs of pupils high importance.

## **Statement of Purpose**

The role of Tutor is a position which is project based in order to deliver tuition related to Government funded projects such as Pupil Premium, Catchup, SEND intervention. The purpose of the role is to work with students in small groups or 1 to 1 to develop and train specific skills, for example, English or Mathematics skills. Postholders will be expected to promote and implement the vision for the school through strong commitment to the values and ethos established by the Governing Body.

## **Key Responsibilities**

This job description should be read in conjunction with the School Teachers Pay and Conditions Document and the Teachers Standards.

- To be familiar with Guidance for Tutors and any other supporting information.

- Meet with the class teacher, SENDCo or Head of Year before tutoring, to identify areas for development and support, and plan the pupil's personalised learning programme and agree outcomes using an Individual Tutoring Plan (ITP).
- Where required, meet with class teacher, pupil and parents to establish a relationship and understanding of learning needs before tutoring begins.
- Contribute to the planning of tuition sessions and development of resources to assist the delivery of the tuition.
- Deliver the prescribed number of hours of tailored tutoring sessions with the pupil as required.
- Liaise with the class teacher, SENDCo or Head of Year during the tuition.
- Participate in out of term events as agreed with the College Leadership – suitable arrangements for pay, time-in-lieu, flexible working to be agreed on an event by event basis.
- Liaise with parents during tuition as appropriate.
- Provide feedback to review progress / ITP at the end of the tuition period and use College review processes to agree next steps (within 2 weeks of completing tutoring)
- Participate in training, as required
- Liaise, as required, with a range of contacts, to include:
  - Headteacher
  - Class teacher and/or subject leader
  - Parents / carers
  - Pupils
- Maintain strict confidentiality in relation to the performance of children.
- Undertake any other tasks commensurate with the grading of the post

### **Professional Accountabilities** (this list is not exhaustive)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the college's objectives through:

#### **Contribution to ethos**

- Contribute to the overall ethos/work/aims of the college.
- Assist with pupil needs as appropriate during the college day.
- Participate in training and other learning activities and performance development as required.
- Comply with the college staff dress code and code of conduct.

#### **Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

#### **Financial Management**

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

#### **People Management**

- To comply and engage with people management policies and processes
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

**Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

**Health and Safety**


- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

***Note 1:***

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

## Person Specification Level

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<b>Experience</b> <ul style="list-style-type: none"> <li>Experience in a school setting working with children in a capacity where they delivered of a programme of learning or evidence of capability to do this</li> <li>Experience of experience working with children and young people</li> <li>Experience of delivering good and outstanding tuition as a consequence of underlying sound pedagogy</li> </ul>	I
	<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>Level 3 qualifications either in an education related area and/or the specialist subject area</li> <li>A degree at grade 2:2 or above or evidence of ability to work at that level</li> <li>Good GCSE results in the specialist subject area as well as English or Maths</li> <li>Evidence of post qualification training and development, with an emphasis on recent evidence of continual professional development</li> <li>Ideally some evidence of further study in line with post qualification timescale</li> </ul>	AF/I
	<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>Full working knowledge of relevant policies/practices and external regulations</li> <li>Ability to relate well to children and adults</li> <li>Ability to effectively teach and tutor students in small group or 1 to 1 situations</li> <li>Ability to persuade, motivate and negotiate</li> <li>Ability to work constructively as part of a team</li> <li>Ability to organise, lead and motivate other staff</li> <li>Good communication skills</li> <li>Ability to influence others</li> <li>Good organising, planning and prioritising skills</li> <li>Methodical with a good attention to detail</li> <li>Good understanding and ability to use relevant technology</li> </ul>	AF/I
	<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>A commitment to promoting and supporting the Ethos and Values of the school through leadership by example</li> <li>Pupil focused.</li> <li>The ability to reflect on own actions and those of others, recognising own strengths and areas for development.</li> <li>Professional generosity towards the college, its staff, pupils and parents.</li> <li>The ability to demonstrate attentiveness and discernment in dealing with pupils, staff and parents.</li> </ul>	AF/I

	<ul style="list-style-type: none"> <li>• Ability to demonstrate compassion and love towards college stakeholders, even when under pressure, and to challenge pupils and staff when they do not demonstrate these virtues.</li> <li>• A willingness to promote the college ethos in terms of Catholic life and Faith-filledness.</li> <li>• Grateful and hopeful – having a positive optimistic outlook and an appreciation for the pupils, staff and parents of the college and the privilege it is to work at Cardinal Griffin Catholic College.</li> <li>• Learned and wise – a commitment to the lifelong need to learn in themselves and others, and the need to act with wisdom and integrity to use knowledge to build positive outcomes and encourage stakeholders, not to promote negative outcomes.</li> <li>• Eloquent – a strong communicator.</li> <li>• Truthful - open, honest and an active listener. It honest and direct even when under pressure.</li> <li>• Curious – a willingness to learn from others and to grow professionally.</li> <li>• Active – motivated to take action for the greater good of the college with purpose and energy, not standing on the side lines as an observer, but actively participating as a leader.</li> <li>• Acting decisively within established parameters and requiring minimal supervision.</li> <li>• Being active in the life of the school.</li> <li>• Intentional in the way they use resources, both human and physical to achieve the wider purposes of the college.</li> <li>• Prophetic in the way their actions lead others.</li> <li>• Has a friendly yet professional and respectful approach which demonstrate support and shows mutual respect.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenges barriers and blocks to providing an effective service.</li> <li>• Demonstrates a "Can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Demonstrates resilience when ideas and suggestions are rejected.</li> <li>• Is able to take direction positively.</li> </ul>	
---	---	--

AF = Assessed at Application Form

I = Assessed at Interview

T = Assessed through Test

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***

- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the  
**SSC Recruitment Team on 01785 276480**