



REDRUTH SCHOOL

Job title:	Tutor
Hours:	Casual, term-time only
Responsible to:	Headteacher/SLT/Heads of Faculty
Direct supervisory responsibility:	None
Indirect supervisory responsibility:	None
Important Functional Relationships:	Teachers, students, support staff, parents and carers

Purpose of the Role

To teach children as allocated with due regard to their age and ability and to enable their effective learning and achievement, according to their potential in line with the mission and values of the school.

Areas of Responsibility and Key Tasks:

1. To plan and prepare, in conjunction with the Head of Faculty, and deliver a course of learning for students.
2. To provide and/or work with a scheme of work for the subject.
3. To prepare appropriate plans and learning materials/resources for each session. Such resources should be available for monitoring or lesson observation visits and maintain them as part of course documentation.
4. To provide special subject information, advice and support to students as part of the tutoring duties, to include providing students with advice on progression.
5. Endeavour to provide every child the opportunity to reach their potential and meet high expectations.
6. To monitor, mark and assess students' work and maintain such records. To liaise with the Head of Faculty on progress and attainment.
7. Where appropriate, to mark a class register accurately and use the register in the event of a fire or other emergency.
8. To ensure all equipment and facilities are used appropriately and safely within the school's compliance procedures.

9. To participate in training where appropriate, keeping up to date with your own subject in learning.
10. To carry out other such duties as may be required from time to time by the Headteacher, Senior Leadership Team and Head of Faculty.

Other Professional Requirements:

1. To have a working knowledge of teachers' professional duties and legal liabilities.
2. To attend staff meetings and school-based INSET as required.
3. The post holder is responsible for his/her own self-development on a continuous basis.
4. To be aware of, and work in accordance with, the school's Child Protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
5. To be aware of, and adhere to, Redruth School's applicable rules, regulations, legislation and procedures including the school's Code of Conduct, and national legislation (including Health and Safety, GDPR etc).
6. To maintain confidentiality of information acquired in the course of undertaking duties for the Faculty.

PERSON SPECIFICATION

Job Title: Tutor

Person specification prepared by: Redruth School

Date: December 2021

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant experience	Previous experience of working with students	Previous experience of working with students, within a classroom environment or similar	Application form Interview
Education and training	Awareness of differing learning strategies and teaching methods suitable for teaching a diverse range of abilities Subject specific knowledge at Key Stage 4	Qualified Teacher Status Degree in relevant specialism	Application form Interview
Special knowledge and skills	Organisational skills Effective communication skills, written and spoken	Knowledge of issues relevant to education and child development	Interview
Any additional factors	Able to prioritise between different demands Ability to work to deadlines Self-motivated, and able to work in a team Patient and friendly approach	Able to work without supervision Willingness to undertake training as required	Interview