



## Job Description

**Job Title:** School Based Tutor [Literacy and Numeracy]

Responsible to: Deputy Headteacher [Self Evaluation and School Improvement]

### Main Tasks and Responsibilities:

- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment
- To liaise and collaborate with relevant Subject Leaders regarding the subject curriculum □ To prepare and deliver in-person lessons in small groups of no more than 3 students??
- To support students to catch-up by teaching students according to their educational needs, including the setting and marking of formative and summative assessments □ To provide comprehensive written feedback for each student.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To ensure high quality tutoring for students
- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning

### Child Protection

1. To be fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the school
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable students in relation to your work role.
3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

### Qualifications & Experience

QTS Status

A-Level qualification (Maths or English) or a degree/related degree in English and Maths.

Experience in supporting secondary age students in academic study

## **SKILLS AND ABILITIES**

- High level of written and oral communication skills
- Evidence of successful tutoring for 11-16 year olds
- Ability to monitor, evaluate and review pupils progress
- Ability to encourage and promote positive behaviour strategies and constructive handling of matters of concern
- An awareness, understanding of and commitment to equality, diversity and inclusion, diversity

□

