

# One to One English Teachers/ Tutors

## Casual Hours (Hourly Rate)

£28 - £32 per hour (QTS rate)

N6 SP24 £18.35 per hour (Tutor without QTS rate)

## CANDIDATE INFORMATION PACK



ACHIEVEMENT, STUDENTS & LEADERS MATTER

Tel: 0191 214 2201

[www.northernleaderstrust.org](http://www.northernleaderstrust.org)

Registered Office Address: Kenton School, Drayton Road, Newcastle Upon Tyne, NE3 3RU



# INTRODUCTION

## From the Chief Executive Officer

Dear Applicant

Northern Leaders Trust, formerly Kenton Schools Academy Trust, formed in 2014, is a growing, passionate Trust in the North East of England. Our eyes are firmly fixed on providing the best education possible for young people in our city, our region and nationally.

Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum that enables all students to excel academically and socially.

We are seeking applications from English specialists to support our key stage 4 students on a 1-1 or small group basis at our Kenton site. The Northern Leaders Trust has high aspirations for the qualifications our students will achieve at the end of Year 11. The successful candidate will share those high aspirations, build excellent relationships and work with colleagues to provide steppingstones to success.

If you are the person we are looking for, you will have a proven track record of effective teaching or tutoring in English, excellent behaviour management skills, an awareness of policies and other guidance on safeguarding and wellbeing, and the interpersonal skills to challenge, inspire and motivate students to enable them to achieve their potential regardless of the barriers they face.

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you. In return we can offer you,

- Access to the Local Government Pension Scheme
- Salary sacrifice schemes including cycle to work scheme
- Free on-site parking
- Free gym access at Kenton School

We look forward to receiving your application.

Yours faithfully

Lee Kirtley  
Chief Executive Officer

# One to One English Tutor

## Job Description

Pay Range: Flexible Hourly rate

Responsible to:  
Head of Faculty



### Job Purpose

To carry out the professional duties of a teacher through delivering high quality lessons and interventions to develop learning.

### Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

### Main Responsibilities

#### JOB DESCRIPTION

To deliver intervention programs to individuals and small groups preparing relevant and appropriate learning experiences in conjunction with the Department staff.

1. To respond to underperformance of students, using a range of strategies to engage and embed learning.
2. Assist in the development of suitable intervention materials, lesson plans, resources, schemes of work and teaching strategies.
3. To monitor and maintain records of student progress in line with school policies.
4. Liaise regularly with the Head of Department and teachers to inform them of progress and provide relevant feedback.
5. Support exam revision sessions as required.
6. To attend departmental meetings as required.
7. To work with other professionals such as pastoral staff and Learning Support to ensure students are appropriately supported.
8. Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
9. Promote the safeguarding and welfare of children and young persons the postholder is responsible for or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
10. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.



## GCSE Results Day

Our 2024 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.

# One to One English Tutor

## Person Specification

### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Criteria	Essential/ Desirable	Assessed A: Application I: Interview
Graduate with Qualified Teacher Status (degree, PGCE, BEd or equivalent) or be able to offer evidence of commensurate experience.	E	A
Ability to teach English effectively at KS4.	E	A
Broad base of subject knowledge.	E	A
Evidence of effective teaching/tutoring experience with the ability to effectively deliver intervention sessions on a one to one or small group basis.		
Experience working in a school setting with secondary age children and young people.	E	A
Knowledge of the issues that affect young people.	E	A
Knowledge of and ability to effectively use a range of techniques to engage students and promote positive behaviour for learning.	E	A/I
Effective analytical skills with the ability to use data to inform practice.	E	A/I
Effective organisational skills e.g. session preparation and good record keeping etc.	E	A/I
Effective ICT skills.	E	
Previous experience effectively working as a 1-2-1 or small group Tutor.	D	A

# One to One English Tutor

## Person Specification

### Part B: Assessment Stage Continued

#### Essential

1. Effective oral communications and interpersonal Skills
2. Understanding of the barriers to learning for students with SEND and the ability to work with teachers to ensure students can access learning.
3. Ability to demonstrate empathetic qualities
4. Ability to work effectively on own initiative
5. Ability and willingness to assist children and young people with changing and other personal care needs as required
6. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including 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 understanding of behaviour management strategies.
7. No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

#### Assessment/Selection Methods

The above will be assessed through a selection process of student-based activities and formal interview.

#### Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service\*
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Children's Barred List Check\*
- 4 DfE Prohibition List Check including GTCE Check
- 5 Confirmation of Qualifications and Qualified Teacher Status, including confirmation of professional status from relevant professional regulatory body for teachers who have worked overseas.
- 6 Medical clearance
- 7 Identity and Right to Work in the UK check
- 7 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

\*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website ([www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)).

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process



## A-Level Results Day

Northern Leaders Trust is laying the foundations now for a period of solid growth over the coming years. These results are just the start of this journey.

# About our Trust

Northern LeadersTrust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative Studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is "to change the current and future lives of our students for the better, by providing them with the highest possible quality of education tailored to their differing needs. Therefore, we will work tirelessly to ensure that all our students, from all backgrounds and starting points, are enthusiastic learners, attend and behave well, are safe and healthy, make excellent progress and achieve highly, then progress to the most challenging and rewarding higher education and careers. Then they will be capable, creative, caring, committed, flexible, thriving adults, who change their world, their country, their family and themselves for the better".

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

# About our Schools

## Studio West



Studio West opened in 2014 as a 13 to 19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7.

The school now has around 548 students with a PAN of 90 and is well oversubscribed in all year-groups

The ethos of Studio West is enshrined in 'Learning that connects.' The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as 'Good' by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.



For further information, please visit our website [www.northernleaderstrust.org](http://www.northernleaderstrust.org)

# About our Schools

## Kenton School



**Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve.**

With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.

Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.



For further information, please visit our website

[www.northernleadertrust.org](http://www.northernleadertrust.org)

# Additional Information for Applicants

## Conditions of Service

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions set by Northern Leaders Trust

## Working Hours and Salary

Casual workers will be paid an hourly rate as below which includes holiday entitlement as follows:

Teachers with QTS:	£28 to £32 per hour
Tutors without QTS:	N6 SP 24 £18.35 per hour

Working hours will be flexible in line with the needs of the school and the availability of tutors

## Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at [www.twpf.info](http://www.twpf.info).

On appointment, new teaching staff will be automatically joined into the Teachers Pension scheme (unless they choose to opt out). Further information can be found at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

## Probationary Period

New entrants to Northern Leaders Trust are subject to a six month probationary period.

## Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

## Rehabilitation of Offenders

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website [www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).



### **Application Process**

If you feel you have the experience, skills and attributes to succeed as part of our team, please download and complete our application form and return it to [hr@northernleaderstrust.org](mailto:hr@northernleaderstrust.org)



Kenton School, Drayton Road,  
Newcastle upon Tyne, NE3 3RU



Studio West, West Denton Way,  
Newcastle upon Tyne, NE5 2SZ