

Pickwick Academy Trust



Job Description

SCHOOL: IVY LANE PRIMARY SCHOOL

JOB TITLE: LEARNING TUTOR

JOB DESCRIPTION:

- 1 The professional duties should include:
 - (i) Communicating with teachers regarding planning and preparation of learning materials for the specified interest groups and providing feedback for lessons taught.
 - (ii) To communicate with teachers with regard to planning and preparation ahead of covering each Class
 - (iii) Covering classes across the school for ECT release, staff sickness absence, CPD and meetings.
- 2 To maintain any pupil and school agreed records (which will include marking work at the end of each day).
- 3 To promote general progress and well being of individuals with reference to:
 - (i) equal opportunities and special needs
 - (ii) classroom discipline and organisation
 - (iii) good relationships with parents/children.
- 4 To conform to Health and Safety Regulations and to have a caring approach to the wellbeing of all children both in the classroom and in public areas of the school.
- 5 To participate in playground supervision according to the timetable.

- 6 Keep accurate registers of attendance when covering classes.
- 7 To participate in meetings which relate to the curriculum, administration, organisation and pastoral arrangements of the school.
- 8 To attend school assembly when required.
- 9 To support and mentor pupils within the age groups - Reception to Yr. 6.
- 11 To support wholeheartedly the school ethos of a caring and supportive community.
- 12 The Learning Tutor may be required to attend 1 or more TD days. The Headteacher will discuss the number of TD days with the jobholder in advance, if their attendance is required.

OTHER:

The nature of the work requires the jobholder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.

The jobholder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Job Title:..... Date:.....