



<b>Role</b>	Tutor
<b>Responsible To</b>	Assistant Principal – Curriculum and Education

### **Purpose of the Job:**

Every member of staff plays a significant part in the learners' ability to achieve their full potential and positive outcomes. To do this we need to work collaboratively with multi-agencies and always as a team, which is essential to the learners' success and achievement.

### **Strategic Direction**

- Plan, prepare and deliver high-quality teaching and learning sessions, workshops, and tutorials in line with the curriculum requirements and the needs of individual learners, ensuring learning objectives are met.
- Assess learners' abilities and identify areas for improvement, tailoring teaching and learning methods and resources accordingly.
- Develop and deliver consistently engaging and interactive sessions, utilising a variety of teaching techniques and materials to enhance learners' understanding and engagement with the subject/topic.
- Provide individualised support to learners, addressing their specific learning needs and challenges through one-on-one meetings and additional learning resources.
- Rigorously monitor and track learners' progress, providing regular feedback and implementing strategies to address areas of weakness or underperformance.
- Set and mark assignments, tests, and examinations, providing constructive feedback to learners to support their learning and improvement.
- Collaborate with other team members to share best practices, contribute to curriculum development, and participate in team meetings and training sessions.
- Establish and maintain a positive and inclusive learning environment, actively promoting learner participation, motivation, and confidence in professional development.
- Maintain accurate records of learners' attendance, progress, and assessment outcomes, ensuring compliance with regulatory and internal requirements.
- Communicate regularly with learners, employers, and relevant stakeholders to provide updates on progress, address concerns, and foster effective partnerships in support of learner success.
- Stay abreast of the latest developments in sector specialism, curriculum changes, and teaching methodologies, continuously updating own knowledge and skills.

### **Leading and Supporting Staff**

- Keep staff informed on any developments or changes within your subject.
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area.
- Liaise effectively with examination boards to ensure that teaching assistants understand and are familiar with the syllabuses that are being delivered.
- Support teaching assistants to make accurate assessments, manage internal and external moderation, and complete internal moderation exercise.

### **Efficient and Effective Deployment of Resources**

- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in learners.
- Audit, check, and manage resources to ensure they are up to date and match learner and curriculum needs.
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience.
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to learners learning from home for whatever reason.

**Health and Safety**

- To always work safely and hygienically within health and safety guidelines and policies.
- To report any health or safety concerns to the appropriate person.
- To ensure the school is always kept clean and tidy.
- To undertake food hygiene training, and adhere to all food hygiene legislation.
- To dress in accordance with the standards of appearance/dress code.
- To be aware of the daily first aider rota.
- To ensure all risk assessment are followed.

**Partnership Working**

- To develop and sustain positive working relationships.
- To implement/monitor and contribute to joint initiatives as required.
- To celebrate and share success with learners, colleagues, and parents.

**Equity, Diversity, and Inclusion**

- To ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief as per the Equity, Diversity, and Inclusion Policy.
- To support all people to express their individuality and uniqueness in all areas of life.

**General**

- To act as an ambassador for the company, representing the school positively at all times at events and meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by management.
- Follow all policies and procedures, paying particular attention to safeguarding, confidentiality, and health and safety.
- To attend all staff meetings as directed.
- To attend regular supervision sessions.
- To attend team meetings, as required.
- To undertake any relevant training as identified including individual and group training, inset days and twilight sessions, as directed.

**Qualifications and Experience Required for this Role: See Person Specification.**

## PERSON SPECIFICATION

Requirement	Essential	Desirable	Testing Method
1. Qualifications	GCSE English Maths C/4 or equivalent Level 5 Qualification	QTLS or QTS	Certificate Application form
2. Experience	Successful experience of teaching in a school environment	Working in a SEND/SEMH school	Application form Interview
3. Knowledge and Skills	Excellent knowledge of safeguarding and child protection  Excellent understanding of subject area  Understanding of examination requirement  Good IT Skills  Ability to meet learners' individual needs  Good standards of written and verbal English  Organised and pro-active	Understanding of SEN and experience of working with learners in SEND environment  Awareness of local and national organisations that can provide support with delivering the subject	Application form interview questions
4. Competence	Professional  Ability to follow procedures/policies  Ability to work as part of a team and independently		Interview questions
5. Personal Qualities	Learner focused team player  Can work under pressure and prioritise effectively  Emotionally robust  Resilient  Sound communicator  Driven  Innovative  Flexible  Sense of humour		Interview questions
6. Other		Full driving license and access to own vehicle	Document verification

**Note:**

This job description and person specification sets out the duties of the position at the time when it was collated. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

This job description may be amended at any time in consultation with the postholder.