

### Job Description

<b>Job Title</b>	Tutor
<b>Grade</b>	£20-£35 per hour (negotiable, dependent on experience)
<b>Responsible To</b>	Head of Department
<b>Staff Managed</b>	None
<b>Job Family</b>	Teaching
<b>Job Purpose</b>	The Progress Tutor will work alongside key school staff to provide high quality tuition and support students in core subjects
<b>Job Context</b>	To teach, enhance and deliver subjects to enhance and consolidate students' learning.

#### **Accountabilities / Main Responsibilities**

<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>Provide tuition for pupils as required to enable academic progress.</li> <li>Support the progress and well-being of all pupils in accordance with school policies.</li> <li>Provide intervention to support student progress.</li> <li>Collate and analyse information with regard to the progress of students.</li> <li>Plan and deliver tuition intervention as a coherent programme of study, as necessary.</li> <li>Select students from tracking data with an agreed priority.</li> <li>Work as an academic tutor for selected students in addition to providing specific tuition.</li> <li>To liaise with math's department to develop a plan of differentiated intervention, curriculum and targets.</li> <li>Liaise with parents, form tutors, Heads of Faculty and Progress Leaders with regards to student progress.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child's attendance, access and learning and support home to school and community links.</li> </ul>
<b>Partnership or Corporate Working</b>	<ul style="list-style-type: none"> <li>Participate in meetings with other staff, external professionals, and parents, regarding pupils, in a support capacity to the teacher, who will normally lead on such matters</li> <li>Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>Participate in staff meetings if necessary</li> <li>Share information about pupils with teachers and other professionals as required</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate</li> </ul>
<b>Planning and Organising</b>	<ul style="list-style-type: none"> <li>Organise and manage an appropriate learning environment and resources</li> <li>Assist with administrative support e.g. dealing with correspondence, compilation/analysis, reporting on attendance, exclusions etc., making phone calls</li> <li>Supervise and provide access arrangements for pupils sitting internal and external examinations, ensuring that examinations comply with Examination Board Regulations</li> <li>Be responsible for marking the register</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>

<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>• Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>• Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>