

JOB DESCRIPTION

ENGLISH (GRADUATE) TUTOR

POST: English Tutor (fixed term January to July 2021)

ACCOUNTABLE TO: Curriculum Lead for English

KEY RELATIONSHIPS: Liaising with members of the Senior Leadership Team, other Curriculum Leaders, curriculum area teachers, relevant support staff, parents/carers and LA & Trust representatives where necessary.

APPRAISAL AND PAY: The post holder will be subject to the Academy's annual performance appraisal process.

MAIN PURPOSE OF THE POST:

The English Tutor role is critical to the success of the Academy in developing into a centre of educational excellence. The English Tutor will work with our students as part of the Recovery Strategy, working in English you will deliver intervention sessions to small groups of KS3 or 4 students to help address any gaps in their learning. It is the responsibility of the Tutor to have high expectations and deliver high quality teaching and learning opportunities to students of all abilities, thereby improving student outcomes in all key stages in the vitally important core subjects.

KEY TASKS AND RESPONSIBILITIES:

- To plan, prepare and carry out small group tutoring of students specifically in literacy and/or numeracy and English
- Planning interventions for individuals or small groups of students
- Using data on students to implement provision for catch up
- Using effective assessment techniques to assess progression of students during and following interventions
- Leading on improving rates of progression for identified students by liaising with key stakeholders about their learning
- Identifying gaps in knowledge and skills using assessment for learning in order to plan and deliver progression over a series of interventions over time
- Recording and assessing impact of interventions over time
- Liaising as required, with a range of contacts, to include: CALs, class teacher etc., to discuss student progress, achievement and attendance
- Assisting in the development of suitable intervention material, appropriate lesson plans, resources, schemes of work and teaching strategies
- Keeping a log on students who undertake intervention and assist on the recording and reporting procedures

- Supporting exam revision sessions as required
- Attending English departmental meetings as required
- Working with other professionals such as SENDCo, Heads of Year and Teaching Assistants to support students
- To take part in the academy's staff development programme by participating in arrangements for further training and professional development as required
- To continue personal development in the relevant areas including subject knowledge and teaching methods.

ACCOUNTABILITY:

- To improve student progress in English
- To meet on a regular scheduled basis with the CAL to report on progress and standards within the curriculum area, including (but not limited to) the following: standards of attainment, achievement and progress by group and year; student behaviour; student rewards

OTHER DUTIES:

- To carry out a share of supervisory duties in accordance with published rotas
- To participate in the Academy performance management arrangements as appropriate
- To adhere to published academy policies and procedure
- To attend regular meetings with the allocated line manager
- To undertake such other duties, training and/or hours of work as may well be required by the Principal within a reasonable workload and which are consistent with a substantial, core subject curriculum leader role

GENERAL:

- I. Promote the values of Kindness, Courage, Community and Excellence in all aspects of their work
- II. To support our culture that states High Expectations lead to High Achievers
- III. To deliver the vision, ethos, aims and objectives of the Academy.
- IV. To support and mentor other members of the team and maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- V. To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- VI. To comply with data protection legislation and expectations for confidentiality.
- VII. To develop your effectiveness in a support role through updating your knowledge and skills and seeking and taking account of constructive feedback on your performance and make effective use of the development opportunities available to you
- VIII. To promote and safeguard the welfare of students in your care or that you come into contact in accordance with the whole school Safeguarding and Child Protection Policy
- IX. Any other duties commensurate with this post as directed by the Principal

NOTES

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Business Unit Head or nominated representative (in consultation with the postholder) to reflect the changing needs of the Academy.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal or his/her representative.

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

Signed: Date

Post Holder

Signed: Date

Principal

Safeguarding and protecting our children and young people from harm is central to the Academy's ethos. We want to make sure that children and young people feel safe and secure. Therefore, this post is subject to an enhanced DBS check.

High Expectations lead to High Achievers