

Job Specification

PURPOSE OF THE POST

The post will involve working 1-1 and with small groups of students, predominately in Yr 11, to understand their needs and goals for the academic year. The students you will be working with may well be high prior attaining students who need their progress in English accelerating ahead of their GCSE exams.

You may also be expected to work with some students who will have weak literacy and/or a SEND need. You will work closely with the Learning Leader for English and the Director of Achievement for Year 11 as well as teaching staff in the department to help provide appropriate intervention as well as contributing to the assessment, tracking and monitoring of the progress students make.

RESPONSIBLE TO

- The Governing Body, the Principal and the Learning Leader of English.

KEY AREAS OF RESPONSIBILITY

- Deliver intervention programmes to individuals preparing relevant and appropriate learning experiences in collaboration with the department staff.
- Assist in the development of suitable intervention material.
- Keep a log of students who undertake intervention and assist on the recording and reporting procedures.
- Liaise regularly with the Learning Leader of English, Directors of Achievement and teachers to inform them of progress and provide relevant feedback when requested.
- To ensure the excellent conduct of students and to support colleagues
- Support exam revision sessions as required.
- To work with other professionals such as Learning Managers and Teaching Assistants to support students.
- Be able to relate to students, parents, colleagues and other stakeholders using tact and discretion.
- To comply with the Academy's Child Safeguarding Procedures including regular liaison with the Academy's Designated Child Safeguarding person over any safeguarding issues concerns.
- To comply with the Academy's policies and procedures at all times.
- To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

OTHER REQUIREMENTS

- To be an effective communicator.
- Have a caring and approachable manner.
- Be an enterprising, hard-working and professional colleague who can use their initiative.
- To be adaptable to changing circumstances and ideas.
- Have whole school and student interests at heart.
- To undertake any other duties which may from time to time be reasonably determined by the Principal.