



## **JOB DESCRIPTION**

**POST:** One to One Tutor

**RESPONSIBLE TO:** Assistant Head Teacher and Subject Leaders of English and Maths

**LEVEL:** Hourly rate (dependent upon qualifications and experience)

**CORE PURPOSE:** To support the development of pupils English or Mathematics skills supporting them to prepare for external examinations.

### **OVERALL PURPOSE OF THE ROLE:**

- To contribute to raising standards of student attainment.
- To positively promote the ethos of Whickham school.
- To plan, implement and deliver specific curriculum content provided by school staff for the one to one students.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To promote and safeguard the welfare of children.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Deliver interventions programs to individuals preparing relevant and appropriate learning experiences in conjunction with the department staff.
- Discuss reasons for underperformance with students, through interview.
- To plan and prepare one to one lessons.
- Assist in the development of suitable intervention material.
- Keep a log on students who undertake intervention and assist on the recording and reporting procedures.
- Liaise regularly with the relevant Subject Leader and teachers to inform them of progress and provide relevant feedback.
- Support exam revision sessions as required.
- To attend meetings as required.
- To work with other professionals such as Achievement Leaders and Learning Leaders to support students.
- To report on the individual pupil's progress, achievement and attendance.
- To take part in any staff training and professional development as required.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- Respecting confidential issues linked to home/students/tutor/academy work
- To communicate with Whickham schools Designated Child Safeguarding Person over any safeguarding issues or concerns

Given the dynamic nature of the role and structure of the Academy, it must be accepted that as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

## Person Specification

The successful candidate will be someone who is energetic, innovative and influential, reliable and committed to working as part of a team. More specifically candidates should be able to demonstrate the following minimum requirements:

<b><u>Qualifications</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Graduate in relevant subject		x
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	x	
AS/A2 level in relevant subject	x	
<b><u>Experience</u></b>		
Experience of working in a school environment.		x
Experience and knowledge of issues affecting students and young people and how to offer supportive assistance		x
<b><u>Skills</u></b>		
Ability to support students up to GCSE level	X	
Excellent communication and listening skills	X	
Ability to respect and maintain confidentiality	X	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	X	
Good time management and organisational skills	X	
Ability to work with students, manage student behaviour appropriately and have a positive interest in the issues faced by this age group	X	
<b><u>Other</u></b>		

Excellent attendance and employment records	X	
Satisfactory Enhanced Disclosure & Barring Service Clearance	X	
Own means of transport or willingness to use public transport	x	

Name & Signature of Post Holder:	Date:
Name & Signature of Line Manager:	Date