|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **J o b D e s c r I p t I o n** | | | | |
| **Job Title:** | Catch Up Tutor  MATHS / ENGLISH |  | **Reporting to** | Head of Faculty |
| **Times** | 3.30 - 5.30pm Monday – Thursday. +1 hr each week PPA.  Early Nov 2020 – early July 2021  Term time only. |  | **Grade and Range:** | If UQT £17,682  If QTS M1 –M6  Paid monthly – last working day. |
| **Resources** | All resources will be provided by the school. |  | **Contract** | Fixed Term contract.  Individuals are expected to be able to commit for the duration of the programme. |
|  |  |  |  |  |
| **Purpose and context:** | To prepare and deliver a programme of small group lessons/interventions and/or one to one lessons/interventions to support pupils to develop knowledge and understanding that will allow them to address gaps in their learning with a view to improvement and overall GCSE / Year 11 success. | | | |
|  | | | | |
| **Main duties:**  Tutors will work with pupils typically on a small group basis in school, although one to one tutoring may also be required.   * Prepare and deliver intervention programmes to individuals and small groups of pupils, ensuring that identified learning deficits are addressed. * Discuss and explain learning strategies with pupils. * Mark and assess pupils’ work where necessary. * Adapt as required to the needs of individual pupils for maximum impact. * Deliver agreed material in manner prescribed by the school. * Maintain a detailed log of students and their progress, attendance and achievement, producing reports and feeding back as required. * Support exam revision / preparation. * Attend occasional meetings as required. * Work alongside other school professionals to support pupils. * Assist in the development of lesson plans, schemes of work and teaching strategies as required. * Any other duties as may reasonably be requested as duties and responsibilities may vary as the Catch Up Programme gets underway. * Be responsible for promoting and safeguarding the welfare and protection of children, working within policies and procedures. * Take care of own and other’s health and safety whilst on site. * The JD and PS will be reviewed regularly, and any changes will be made in consultation with the post holder. * These responsibilities are not exhaustive, and the post holder is expected to carry out any other related reasonable duties commensurate with their skills, abilities and grade. | | | | |

**P e r s o n S p e c i f i c a t I o n**

**Catch Up Tutor**

E = Essential criteria, D = Desirable criteria

**Qualifications**

E - Good general education to at least level 3

E – Minimum of Level 3 qualification in the subject to be delivered (Maths or English)

D – Degree or equivalent in the subject to be delivered (Maths or English)

D - QTS

**Experience and Knowledge**

E – Thorough knowledge and understanding of curriculum requirements, particularly the KS4

curriculum, including GCSE specifications, for the subject to be delivered (Maths or English)

E – Relevant teaching or tutoring experience.

E - An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children.

D - Experience of working in an educational setting

**Skills and Abilities**

E - Good numeracy and literacy skills

E - Good ICT skills in programmes relevant to the position

E - Ability to work on own initiative and organise work with minimal supervision and meet deadlines.

E - Ability to communicate at an appropriate level both written and orally.

E - Ability to relate effectively and confidently to young people with consistency and

empathy.

E - Ability to motivate students and to recognise and respond to the diverse needs of learners.

E – Ability to design effective learning activities for students which improve their

knowledge/skills in the subject (Maths or English)

D - Secure knowledge and understanding of how to make effective and impactful personalised

provision for students.

**Motivation**

E - Appropriately motivated to work with children & young people.

E - Ability to form & monitor appropriate relationship & personal boundaries with children &

young people.

E - Motivated to perform the job well and to continuously develop

E - Commitment to trust / academy ethos and values.

**Personal Qualities**

E - Reliability

E - Emotional resilience appropriate to level of job and responsibilities

E - Appropriate attitudes to use of authority & maintaining discipline.

E - Ability to establish good working relationships with all relevant key contacts

E – Strong team ethic, supportive of others and covering for other staff if needed

E - An understanding of child protection and safeguarding in educational establishments

E - Commitment to improving practice through reflection, appropriate professional development

of oneself and others. Being open to giving and receiving advice and feedback

**Special Conditions**

E – Must be prepared to work outside of normal school hours.

E - All postholders will be required to undertake an enhanced DBS check. Individuals on the children’s barred list (and adults barred list where relevant) should not apply.