



Northern Education Trust – Job Description

Job Title:	121 Tutor (Catch up funding)		
Base:	Academy + remote provision		
Reports to:	Director of Subject/Head of Faculty	Grade:	
Service responsibility:		Salary:	£25.69/hour (QTS or equivalent) £15.41/hour (None QTS)
Additional:	Travel may be required across NET sites.	Term:	Casual (potential to work evenings and weekends)

JOB PURPOSE

- Carrying out the professional duties of a tutor as circumstances may require and in accordance with Trust policies, under the direction of the Principal
- Promoting the achievement of high standards through effective mentoring, teaching and learning within subject area, preparation and evaluation
- Being central in the delivery of the ECM agenda, paying regard to the provision of personalisation for students
- Modelling the vision and values of the Trust
- Being part of the team of Northern Education Trust
- Receiving and acting on feedback to build on the strengths and improve personal performance within the Academy systems
- Recognising, promoting and celebrating diversity.

JOB SUMMARY

- To plan, prepare and carry out 1-2-1 tutoring of students specifically in literacy and/or numeracy and English and/or mathematics, potentially working evenings/weekends in some cases, in both face-to-face and remote settings.
- Planning interventions for individuals or small groups of students
- Using data on students derived from within-school data (CAT, STEP, Reading Assessment Data) to implement provision for catch up for students
- 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: Principal, class teacher etc., to discuss student progress, achievement and attendance
- Discussing reasons for underperformance with students, through interview
- 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 maths or English departmental meetings as required
- Working with other professionals such as Learning Managers 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.

General

1. To participate in wider Trust meetings and working groups as required.
2. To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
3. To comply with the Trust and academy's policies and procedures at all times.
4. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.
5. To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records)
6. To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The job description will be reviewed as appropriate and may be subject to amendment or modification at any time after consultation with the post holder.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: **Date:**