**Tutor (without planning)**

|  |  |
| --- | --- |
| **Grade:** | 5 |
| **Responsible To:** | Head Teacher/Senior Manager/SENCO |
| **Job Purpose** | To work with teachers to support teaching and learning, providing specialist support in an aspect of the curriculum, age range or additional needs. |

**Duties and Responsibilities**

* Plan, prepare and deliver learning to individuals, small groups modifying and adapting activities to advance pupils’ learning as necessary within agreed systems of supervision.
* Be aware of and work within school policies and procedures.
* Assess, record and report on development, progress and attainment as agreed with the teacher.
* Plan, prepare and deliver learning activities for individuals and groups of pupils and also under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of individual pupils.
* Be aware of and work within school policies and procedures.
* Assess, record and report on development, progress and attainment as agreed with the teacher.
* Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
* Plan and evaluate specialist learning activities with the teacher, writing reports and records and providing focussed personalised provision as required.
* Select and adapt appropriate resources/methods to facilitate agreed learning activities.
* Maintain a clean, safe and tidy learning environment.
* Ongoing guidance and Support of pupils in their social development and emotional well-being, reporting problems to the appropriate person.
* Supply specialist support with direction and guidance from teaching staff, allowing pupils to access the curriculum.
* Contributes to the development and implementation of support plans including IEP’s and EHS’s, including attendance at, and contribution to reviews as required.
* Under the guidance of a teacher, support the role of parents/carers, in pupils’ learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc.
* Provide pastoral care to pupils.
* Provide support to pupils with SEND needs.
* Be responsible for pupils who are not working to the normal timetable.
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
* Establish and maintain relationships with families, carers and other adults, e.g. speech therapists.
* Be responsible for the preparation, maintenance and control of stocks of materials and resources.
* Provide basic first aid, if appropriate, ensuring timely referral to health service in emergency situations.
* May be asked to administer medication in line with school policy where appropriate and deal with medical needs.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.*