



Job Description 1:1 Tutor for English

Responsible to:	Head of Department
Job purpose:	To contribute to raising standards of student attainment by planning, implementing and delivering an appropriately broad, balanced, relevant and differentiated curriculum for the one to one students. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
Arrangement:	8.30am-3.30pm, Term Time Only
Grade:	£10.79 per hour/£15.88 with relevant degree/£27.25 for candidates with QTS

Main responsibilities of the post:

To exercise their professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

- Deliver intervention programmes to individuals and small groups by preparing relevant and appropriate learning experiences in conjunction with the department staff.
- Discuss reasons for underperformance with students, through interview.
- Assist in the development of suitable intervention material.
- Keep a record on students who undertake intervention and assist on the recording and reporting procedures.
- Liaise regularly with the Head of Department and teachers to inform them of progress and provide relevant feedback.
- Support exam revision sessions as required.
- To attend departmental meetings as required.
- To work with other professionals such as Learning Managers and Teaching Assistants to support students.
- Operational/strategic planning.
- To assist in the development of appropriate lesson plans, resources, schemes of work and teaching strategies.
- To contribute to the curriculum area's development.
- To plan and prepare 1-2-1 lessons.
- To report on the individual pupil's progress, achievement and attendance.
- 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.

- This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A.
- Postholders will be expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in the job description.

Support for the Academy:

- Be aware of and comply with policies and procedures relating to Child Protection, health; safety and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the Academy
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Thornaby Academy and Falcon Trust are committed to Safeguarding and promoting the welfare of children and young people.

All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.