

JOB DESCRIPTION	
Job Title	English Tutor
Hourly Rate	£26.09 per hour
Responsible to	Curriculum Leader
Responsible for	The provision of outstanding education for all students in our care
Liaising with	Senior team, teaching and support staff, external agencies and parents/carers

MAIN PURPOSE OF ROLE

- To monitor and support overall progress and development of students as a tutor and therefore contribute to raising standards of student attainment
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To share and support the Academy responsibility to provide and monitor opportunities for personal and academic growth

Core Duties:

- To teach students according to their educational needs
- Meet students at the Academy and go over their assignments in the applicable subject area
- Discuss with students specific topics or subject areas that warrant further exploration
- Review recent homework assignment and test scores, and work through problems or questions that the student did not understand fully
- Employ proven study aides to prepare for upcoming tests and quizzes
- To contribute to reports, references and assessments of students as required
- To undertake designated programme of teaching
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To maintain discipline in accordance with the Academy procedures to encourage attendance, punctuality, good behaviour and good standards of work and homework
- To work as a member of a team
- To assist in the development of Schemes of Work and relevant resources and whole Academy Policies as appropriate
- To assist in the process of curriculum development and change in line with the Department and Academy strategic aims
- To engage actively in the Performance Management process
- To help implement Academy quality procedures and adhere to those

Job Description



- To contribute to the monitoring and evaluation procedures within the Academy – including evaluation against quality standards and performance criteria
- To take part in review, development and management of the curriculum, organisation and pastoral functions of the Academy
- To communicate effectively with parents/carers/guardians as well as external agencies where appropriate and to follow agreed communication procedures
- To promote the general progress and well-being of students
- To encourage student participation in wider Academy life
- To alert staff to problems experienced by students

Other Duties

- To play a full part in the life of the Academy community and support the ethos, aims and mission statement of the Academy and encourage others to follow this example
- To support the Academy in its legal duties for worship
- To promote actively the Academy corporate policies
- To promote personal development as agreed
- To comply with the Academy health and safety policy and practice

PERFORMANCE MANAGEMENT

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act 1998 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Job Description



It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equal Opportunities Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and task, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

I acknowledge receipt of this job description and confirm understanding of the job duties described..

Signed:
NAME

Date:

PERSON SPECIFICATION

PERSON SPECIFICATION		
	Essential	Desirable
Qualifications		<p>Qualified Teacher Status</p> <p>Evidence of continuous INSET and commitment to further professional development</p>
Experience	<p>The Class Teacher should have experience of: Teaching in a secondary Academy</p>	<p>In addition, the Class Teacher might have experience of: teaching across the whole Secondary age range; working in partnership with parents.</p>
Knowledge and understanding	<p>The Class Teacher should have knowledge and understanding of: the theory and practice of providing effectively for the individual needs of all students the monitoring, assessment, recording and reporting of pupils' progress; the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection; the positive links necessary within Academy and with all its stakeholders; effective teaching and learning styles.</p>	<p>In addition, the Class Teacher might also have knowledge and understanding of: the preparation and administration of statutory National Curriculum tests; the links between Academies, especially partner Academies.</p>
Skills	<p>The Class Teacher will be able to: promote the Academy's aims positively, and use effective strategies to monitor motivation and morale;</p>	<p>In addition, the Class Teacher might also be able to: develop strategies for creating community links.</p>

Job Description



	develop good personal relationships within a team; establish and develop close relationships with parents, governors and the community; communicate effectively (both orally and in writing) and be approachable to a variety of audiences; work in an organised manner, committed to the task in hand; be resourceful, enthusiastic and patient to create a happy, challenging and effective learning environment.	
--	---	--

I acknowledge receipt of this job description and confirm understanding of the job duties described..

Signed:

Date: