

JOB DESCRIPTION

Post title:	1:2:1 Tutor
Academy:	Excelsior Academy and Academy 360
Salary/Pay range:	£25 per hour (QTS) / £18 per hour (Unqualified)
Hours of work:	Casual

Purpose of Job

To positively contribute to carrying out the professional duties of a tutor.

To positively raise standards of attainment and achievement for all pupils at Excelsior Academy and Academy 360 in all aspects of Academy life through providing high quality teaching and high quality support and guidance to all pupils in their care, through fully utilising their skills, talents, knowledge and expertise and through setting a positive example in their own professional behaviour

Main Duties and Responsibilities

- Deliver intervention programs to individuals 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 log on students who undertake intervention and assist on the recording and reporting procedures.
- Liaise regularly with the School Principal and teachers to inform them of progress and provide relevant feedback.
- Support exam revision sessions as required.
- Ensuring effective one to one tuition of GCSE syllabus so pupils make progress towards targets set; momentum and challenge are maintained, and best use is made of each session
- To attend Department meetings as required.
- To work with other professionals such as Learning Managers and Teaching Assistants to support students.
- To assist in the development of appropriate lesson plans, resources, schemes of work and teaching strategies in numeracy.
- 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.
- Any other duties as may reasonably be requested by your line manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Teaching and Managing Pupil Learning

- Using teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources
- Ensuring tuition encourages and develops pupil talk and builds confidence, resilience and independence by setting clear targets for pupils' learning, building on prior attainment and considering each pupil as an individual and taking into account their social, emotional and mental health needs
- Setting high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused sessions and through positive and productive relationships acting to pre-empt and deal with inappropriate behaviour in the context of the behaviour policy of the Academy
- Follow Academy behaviour policies and seek assistance where necessary, ensure appropriate colleagues are kept informed of any difficulties
- Ensure one to one tuition sessions supports classroom teaching and that close liaison with classroom teachers is maintained

Monitoring and Assessing Pupil Progress

- Marking and monitoring pupils' work providing constructive oral and written feedback, setting targets for pupils' progress.
- Assessing how well learning objectives have been achieved and use this assessment for future teaching.
- Maintaining full records of attendance, homework and progress
- Overseeing the pastoral needs of all pupils taught and passing on any concerns to the appropriate member of staff

Resources

- Selecting and making good use of learning resources to enable teaching objectives to be met

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so
- Ensuring that Health and Safety policies and practices, including Risk Assessments, throughout your lessons are in-line with national requirements.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2016 where required
- To comply with the Trust's Child Safeguarding Procedures including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Trust policies and procedures at all times.