

School Name: Acklam Grange School
Post Title: One to One Tutor (Maths)
Responsible to: Executive Headteacher
Headteacher

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST

Overall purpose of the post:

- To contribute to raising standards of student attainment
- To plan, implement and deliver 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

Main duties and responsibilities:

- Deliver intervention programmes to individuals and small groups preparing relevant and appropriate learning experiences in conjunction with faculty 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 Faculty Leader and teachers to inform them of progress and provide relevant feedback
- Support exam revision sessions as required
- To attend faculty meetings as required
- To work with other professionals such as HLTA's and TA's to support students
- 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 small group lessons
- To report on the individual pupil's progress, achievement and attendance
- To take part in the school'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

All Employees Have a Responsibility To:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school / trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Executive Headteacher or Senior Leadership Team.