

**School Name:** Acklam Grange School

**Post Title:** One to One Tutor (Science)

**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.**