

Post Title:	Tutor
School:	Moulsham Junior School
<p>A Tutor provides extra education and support to help a student progress academically and earn qualifications. Their duties include providing private tutoring to individuals, pairs and groups, in a given subject, assessing a student's level of education in that subject and supporting a student through exams.</p>	
Purpose:	<p>Co-ordinating activities relating to subject areas, (specifically numeracy and literacy) to include:</p> <ul style="list-style-type: none"> • Developing, monitoring, reviewing, evaluating effectiveness of learning • Planning and managing associated resources/tutoring materials, tutoring programmes, courses of study, methods of tutoring and assessment • Giving guidance, support and encouragement to pupils in 1-2-1 development sessions
Responsible to:	Deputy Headteacher
Responsible for:	N/A
Scope:	<p>Classroom teacher</p> <p>Subject Co-ordination</p>
Salary/Grade:	Main Scale 6 (£29.23 per hour)
<p>MAIN (CORE) DUTIES</p> <p>Working 2 hours per day, 5 days a week (1:00-3:00pm), for 10 weeks each term</p> <p>Paid for 12 hours per session as will include planning time.</p>	

Person Specification
Qualifications and Experience

DFE recognised teaching qualification and a degree or equivalent.

Qualified Teacher Status or the ability to achieve this under current Department for Education Skills Regulations (if NQT).

Appropriate teaching/tutoring practice experience if NQT.

Experience of working in a large school.

Competence with ICT as an educational tool.

Tutoring and Learning

Energy, stamina, initiative and commitment and good rapport with children and an interest in fostering their self-esteem and progress.

Knowledge and understanding of teaching/tutoring and learning.

Commitment to quality learning for pupils of all abilities.

Understanding of Special Educational Needs issues.

Clear thoughts about pastoral care and discipline.

A desire to support others and a preparedness to seek support as and when it deemed necessary.

Knowledge and Skills

Knowledge and understanding of the National Curriculum requirements for the relevant age range.

Ability to plan, deliver, monitor and evaluate children's learning.

Knowledge and understanding of the principles of assessment and record keeping and their use to promote the educational and personal development of the pupils.

Ability to work as part of a team and develop positive relationships with pupils, colleagues, parents and where appropriate, outside agencies.

Ability to effectively manage and motivate children.

Ability to demonstrate a commitment to equality of opportunity for all pupils.

Ability to demonstrate a commitment to high educational standards and to maximising the achievements of all pupils.

Organisational Skills and Decision Making

Ability to work under pressure and prioritise to meet tight deadlines.

Ability to identify key issues, gather and understand relevant information, seeking creative ways to solve problems.

Personal Qualities

Approachability, a sense of humour and compassion.

Personal and professional integrity.

The ability to establish and maintain good personal relationships.

Energy and enthusiasm.

Excellent communication skills.