

## **JOB DESCRIPTION**

**School:** The FitzWimarc School

**Job Title:** Intervention Tutor – (Secondary English/Maths/Science)

**Responsible to:** Deputy Headteacher (Teaching & Learning), Deputy Headteacher (Progress), Head of Department

**Post Holder:**

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**Overall purpose of post:** To teach identified individuals or small groups of children aspects of the curriculum in Maths, English or Science leading to improved rates of progression for identified pupils.

### **Duties and responsibilities:**

- Meet with the relevant Head of Department, Key Stage Coordinator and/or class teachers, before tutoring, to identify areas for development and support and plan the 'tailored' programme – Individual Tuition Plan (ITP).
- Design a tailored programme for the student(s) and agree outcomes with the class teacher.
- Provide in school tutoring sessions with the student(s).
- Provide tuition for the student(s) that addresses their individual needs, allowing them 'plug gaps' in their knowledge and skills so that their progress in a given subject improves.
- Keep appropriate and efficient records, integrating formative and summative assessment into planning.
- Work with the HoD/KS Coordinator/class teachers to measure the progress made by the student(s).
- Liaise with the HoD/KS Coordinator/class teachers during and after the tuition.
- Liaise with and provide feedback to parents during and after tuition.
- Provide feedback to HoD/KS Coordinator/class teachers to review progress / ITP at the end of the tuition period and agree next steps (within 2 weeks of completing tutoring).

### **Responsibility for Assets**

Access to confidential information relating to the performance of individual children.

### **General:**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

October 2019

- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

## NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by.....(Postholder)**

**And .....(Headteacher)**

**Date .....**