

JOB DESCRIPTION

Job Title	English/Maths Tuition Tutor
Grade	
Reports to	Executive Head Teacher/Head of School
Job Purpose	To deliver effective English or Mathematics intervention for identified students or groups of students.
Principal responsibilities	
The provision of high quality learning through identification and delivery of specific knowledge, skills and understanding that will unlock barriers to progress and raise achievement.	
Operational/ Strategic	<ul style="list-style-type: none"> • To identify student targets • To teach students using a range of varied activities which engage and support the learning of students. • To plan and deliver tuition to each allocated student or group of students. • To monitor and assess the progress of students receiving tuition. • To liaise with parents/carers. • To liaise with the school and class teachers. • To evaluate the provision leading to improved impact.
Teaching/ Learning and Curriculum	<ul style="list-style-type: none"> • To liaise with the relevant Subject Leader and the classroom teacher to ensure that all intervention is integrated fully with ongoing learning in lessons so that it results from identification of need in the classroom and enables the students to integrate back into the lesson, confident in their learning with regards to the areas identified. • To provide an overview of planned tuition to the Subject Leader and an accurate record of attendance. • To prepare individual learning plans. • To be proactive in following up and rearranging planned tuition sessions to ensure that the student engages in all sessions. • To prepare termly reports outlining clearly the impact and progress that is being made in relation to the tuition being offered per student. • To communicate all planned tuition to the student, parents/carers and the school. • To prepare and organise resources for all tuition sessions. • To involve the student in assessment that will ensure that the student knows exactly what they need to do to make progress. • To model and articulate good learning which focuses on both processes and effective strategies. • To have a flexible approach and respond to the changing learning

	needs of the student.
Staff	<ul style="list-style-type: none"> • To maintain good subject knowledge and an awareness of excellent, current practice in teaching. • To work as a member of designated team(s) and to contribute positively to effective working relations within the school.
School self evaluation	<ul style="list-style-type: none"> • To communicate effectively with the parents/carers of students as appropriate. • To maintain appropriate student records. • To complete relevant documentation in support of student tracking. • To track student progress and use information to inform teaching and learning.
Resources	<ul style="list-style-type: none"> • To work productively with the Deputy and Assistant Heads of School and Subject Leaders to ensure effective management of resources.
Student guidance	<ul style="list-style-type: none"> • Under the leadership of the Deputy and Assistant Heads of School, ensure implementation of the school's pastoral system. • To apply use of relationships for learning systems so that effective learning can take place. • To liaise with other staff as appropriate, in response to problems experienced by students across the curriculum.
Other specific responsibilities	<ul style="list-style-type: none"> • The individual is responsible for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Executive Head Teacher/Head of School.

