**St Mary’s CE High School** 

**JOB DESCRIPTION: Tutors (fixed term or casual contract)**

 **The school is seeking to appoint graduates who have a specialism in English, Maths, and Science to work alongside teachers in the classroom and to tutor students outside of the classroom. Applicants who have not worked in a school before will be given training and support by staff to fulfil their role.**

**Responsible to: Director of Teaching and Learning Area**

 **Purpose of the post: To positively contribute to carrying out the professional duties of a tutor.**

**Personal and Professional Standards**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are to:

* support the aims and ethos of the school
* have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation
* set a good example in professional dress and appearance, punctuality, and attendance
* take responsibility for personal development and training as a consequence of the performance review cycle
* attend team and staff meetings as appropriate, contributing actively whenever possible
* provide a courteous, prompt, and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors
* actively contribute to the school’s mission statement by forming positive relationships within the school’s community and working collaboratively and in good humour with other colleagues as appropriate or when directed
* be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

**Main Duties and Responsibilities**

• Work alongside teaching staff in the classroom to offer subject specific support and challenge for High prior attainers in the lesson

• Deliver agreed intervention material in a manner prescribed by the Director of Teaching and Learning or the Subject Leader responsible for managing the tutoring programme

• Report student progress as required

• Prepare and deliver intervention programmes to individuals and small groups of students, to support students learning and closing their skills and knowledge gaps

• Prepare relevant and appropriate learning experiences in conjunction with the Subject Leader

• Maintain a log of students who undertake intervention and comply with agreed recording and reporting procedures

• Liaise regularly with the Subject Lead, and other leaders at St Mary’s and teachers to inform them of progress and provide relevant feedback as required.

• Support exam revision/preparation sessions as required which may involve school holiday and weekend working.

• Where directed ensure effective one to one/ small group tuition of GCSE specifications so students make progress towards targets set; momentum and challenge are maintained, and best use is made of each session

• To attend department meetings as required.

• To work with other professionals such as teachers and Teaching Assistants to support students.

• To take part in the St Mary’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.

• Any other duties as may reasonably be requested by your line manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

 **Teaching and Managing Student Learning**

• Communicating effectively and clearly with students

• Ensuring tuition encourages and develops student talk and builds confidence, resilience and independence by setting clear targets for students' learning

• Setting high expectations for students’ behaviour, establishing and maintaining a good standard of discipline through well-focused sessions and through positive and productive relationships

• Follow St Mary’s CE High School’s behaviour policies and the Code of Conduct and seek assistance where necessary, ensure appropriate colleagues are kept informed of any difficulties

• Ensure one to one tuition/ small group sessions support classroom teaching and that close liaison with classroom teachers is maintained

 **Monitoring and Assessing Pupil Progress**

• Assessing how well learning objectives have been achieved and use this assessment for future tutoring

• Overseeing the pastoral needs of all students taught and passing on any concerns to the appropriate member of staff

**Resources**

• Selecting and making good use of learning resources to enable teaching objectives to be met

 **Health & Safety**

• Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety and Covid Risk Assessments

• Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

**Safeguarding**

• Be aware and familiar with St Mary’s policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with St Mary’s policies and Keeping Children Safe in Education 2020 where required