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| Trinity Multi-Academy TrustJob Description | |  |
| Job Title: | Primary Tutor |  |
| Job Scale: | Scale 6 (Points 18 – 22) |  |

**BASIC JOB PURPOSE**

* To deliver high quality tuition to identified pupils within the school environment either in small groups or dedicated one to one intervention support
* To plan and deliver personalised learning programmes
* To contribute to the evaluation of pupil progress

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| **Reporting to:** Academic Mentor / nominated leader within placement school |
| **Responsible for:** n/a |

**MAIN RESPONSIBILITIES**

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|  | To deliver high quality tuition to identified pupils in order to raise their level of attainment and ensure that they are given every opportunity to achieve expectations. |
|  | To work with small groups of identified pupils or deliver dedicated one to one intervention support focused on Maths and English (including phonics, spelling, punctuation, grammar, reading and writing). |
|  | To provide in-class support to identified pupils. |
|  | To establish productive tutoring relationships with pupils, act as role model and set high expectations. |
|  | To work in close collaboration with class teachers to identify areas for development and plan the pupil’s personalised learning programme. |
|  | To highlight individual learning needs to the relevant class teacher and agree how he/she will be supported in lessons. |
|  | Support identified pupils to engage with the learning objectives set for lessons. |
|  | Maintain records of pupil progress. |
|  | To assist teaching staff in evaluating pupil progress, and setting targets |
|  | To contribute to marking and provide objective and accurate feedback for pupils on their achievement, progress and other matters, ensuring the availability of appropriate evidence. |
|  | To complete reports as required. |
|  | To adhere to the trusts Behaviour for Learning policy and contribute to creating a purposeful learning environment. |
|  | To use ICT effectively to support learning activities and develop pupils’ competence and independence in its use. |

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| Other specific duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school. * Treat all pupils with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people. * To continue personal professional development as required. * Attend staff and other meetings and participate in staff training and development events as required. * To actively engage in the performance review process. * All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary. * To work in the best interests of the academy, pupils, parents and staff. * To adhere to the academy’s policies and procedures with particular reference to child protection, equal opportunities, teaching and learning and health and safety. * To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role. * To work at locations across the academy trust, as required.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title. |
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| **PERSON SPECIFICATION** | | |
| **Job Title: Primary Tutor** | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * Educated to degree level * A Level at Grade C or above in Maths and / or English * Proficient use of technology, (PC, internet, MS Office packages) and understanding its use in supporting effective teaching and learning. * Experience of teaching / tutoring (or other relevant learning environments) with the relevant age group * Basic experience of planning, either for lessons or for extra-curricular activities * Basic experience of assessing pupil progress and contributing to assessment processes | * experience of working with young people with SEN * deal sensitively with people and resolve conflicts * degree within specialist area |
| **Knowledge & Understanding** | * Understanding of equal opportunities issues * Basic knowledge of reward strategies and understanding how these could be applied * Innovative approaches to working with pupils, parents and multi-agency partners * Awareness and commitment to safeguarding and promoting the welfare of children and expecting all staff to share this commitment | * Knowledge of the needs of SEN pupils in academic surroundings |
| **Skills & Abilities** | * Ability to work consistently, prioritise and delegate appropriately, to handle pressure and to work to deadlines * Ability to communicate clearly and sensitively, both orally and in writing, with pupils, parents/carers and staff * Ability to work in a team, and collaboratively with other staff * Think creatively and imaginatively to anticipate, identify and solve problems * Demonstrate good judgment * Readiness to accept and implement change, openness and willingness to learn and flexibility | * Willingness to develop own understanding and capability through advice and training * Think clearly in emergency situations * Negotiate and consult fairly and effectively * Ability to interpret and analyse data * Achieve challenging professional goals |
| **Personal Qualities** | * An excellent record of attendance and punctuality * Commitment to learning * Resilience and perspective * Set high standards and provide a role model for pupils and staff * Seek advice and support when necessary * reliability, integrity and stamina * respect confidentiality |  |