



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE:	GCSE English Tutor
SCHOOL/SECTOR:	Dukes Secondary School
SALARY:	Unqualified Teaching Scale point 2
RESPONSIBLE TO:	English Head of Faculty

PURPOSE OF JOB:

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

The Academy will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for every leader to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

The post holder will be an enthusiastic, talented and forward-thinking English Mentor/Tutor to support our English subject area with a specific focus on preparing GCSE students for their upcoming examinations. You will have the necessary skills and attributes to provide academic catch-up support in English, and have the ability to work independently by delivering engaging, targeted, and dynamic sessions under the guidance of a supportive and highly motivated Curriculum Leader.

Purpose of the post:

- Confidently plan and deliver well-structured catch-up sessions
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes
- Demonstrate good subject and curriculum knowledge
- Adapt catch-up sessions to respond to the strengths and needs of pupils
- Manage behaviour effectively to ensure a good and safe learning environment
- Make a positive contribution to the wider life and ethos of the Academy
- To contribute and develop high quality academic mentoring within the Academy and evaluate its impact

- To support the development and implementation of strategies which will contribute towards effective learning, behaviour and achievement across the Academy
- To contribute to a healthy, safe happy and challenging environment in which pupils can work hard free of disruption
- To inspire, challenge and motivate students
- To support safeguarding and prioritise the welfare of all students.

Main Duties and Responsibilities

- To assist and develop appropriate intervention strategies, working with the English Curriculum Leader to ensure that pupils achieve and develop learning behaviour
- To have a commitment to develop strategies that raise pupil achievement which can be adapted in academic mentoring/tutoring
- To help identify those pupils who would benefit most from intervention work, and working with others, draw up and implement an action plan for each pupil who needs particular support in English
- To monitor and report on the implementation of all plans drawn up
- To ensure that all support work for the pupil is appropriately managed in an integrated way
- To liaise with the English CL, classroom teachers and parents on effective learning behaviour
- To keep a log of intervention work and provide feedback to the English CL, classroom teacher and to the pupils parents
- To act as a role model to pupils, providing clear and objective guidance
- To have sole responsibility of managing small groups of pupils and 1:1 sessions
- To work as part of a larger team to manage larger groups of pupils
- To attend training events and briefings as and when required
- To be reliable and punctual
- To provide pastoral support to pupils, and pass any concerns about pupils to the relevant staff
- To keep confidential information secure at all times in line with GDPR
- To keep abreast of development and issues with regard to the education sector and curriculum across KS3 and KS4
- To share and implement good practice

To provide a secure and safe learning environment for all learners so that they develop into self-confident and self-motivated learners by:

- Adhering to the principles of the keeping children safe in education document
- Maintaining the highest standards of learner behaviour so that all learners are able to learn effectively
- Providing a proactive presence around the school embodying the school's high expectations to learners and staff
- Ensuring productive communication with parents so that they remain well informed about their children's progress and achievements as well as any incidents of poor behaviour if this is relevant to the students the tutor works with

- To uphold and actively support the school's policies and procedures on the safeguarding of young people.

As a valued member of our team we can offer:

- Clear and shared values and expectations
- A commitment to staff development and a forward-thinking CPD programme
- A stimulating work environment
- Professional development, challenge and support

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Person Specification: GCSE English Tutor	Essential	Desirable
<p>Experience and Knowledge: The person appointed should be able to demonstrate:</p> <ul style="list-style-type: none"> ● Recent knowledge of curriculum ● Clear understanding of the curriculum ● Secondary education experience ● Working with children of the relevant age ● Supervising small groups of children ● Good understanding of the principles of child development and the learning process 	✓	✓ ✓ ✓ ✓
<p>Skills: The person appointed must be able to:</p> <ul style="list-style-type: none"> ● Good behaviour management skills ● Basic clerical skills ● Can work as a member of a team ● Have clear understanding of the role in the school and associated responsibilities 	✓ ✓ ✓ ✓	
<p>Qualifications: The person appointed will have:</p> <ul style="list-style-type: none"> ● Degree qualified, ideally with English 	✓	