



JOB DESCRIPTION

POST: One to One Tutor

RESPONSIBLE TO: Tutoring co-ordinator Salary: £33.23 per hour

CORE PURPOSE: To support the development of students skills supporting them to prepare for external examinations by providing students with regular one hour tutoring sessions.

OVERALL PURPOSE OF THE ROLE:

- To contribute to raising standards of student attainment.
- To plan, implement and deliver specific curriculum content to the one to one students.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To promote and safeguard the welfare of children.

MAIN DUTIES AND RESPONSIBILITIES:

- Deliver tutoring to individual students preparing relevant and appropriate learning experiences in conjunction with the pupil's subject teacher(s).
- Discuss reasons for underperformance with the student.
- To plan and prepare one to one tutoring sessions.
- Assist in the development of suitable intervention material.
- To report on the individual students progress, achievement and attendance.
- Liaise regularly with the relevant teachers to inform them of progress and provide relevant feedback.
- Support exam revision sessions as required.
- To attend meetings as required.
- To work with other professionals such as Achievement Leaders and Learning Leaders to support students.
- To take part in any staff training and professional development as required.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- Respecting confidential issues linked to home/students/tutor/academy work
- To communicate with the school's Designated Safeguarding Lead over any safeguarding issues or concerns
- To comply with relevant data protection and GDPR requirements.

The role is paid on an hourly basis of £33.23 per hour. You will be paid for the hours that you tutor. You will not be paid for tutoring where 24 hrs notice of pupil absence is given. Where there are legitimate reasons for pupils being unable you may in agreement with parents and students agree an alternative tutoring time.

Given the dynamic and collaborative nature of the one-to-one work there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.