

**Job Title: One to One English Tutor**

**Reporting to: Head of English**

**Overall purpose of the post:**

To contribute to raising standards of student attainment.

To positively promote the ethos of the academy and its inclusive principles.

To plan, implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum in numeracy for the one to one students.

To facilitate and encourage a learning experience which provides the one to one students with the opportunity to achieve their individual potential.

To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.

To promote and safeguard the welfare of children.

**Main duties and responsibilities:**

**Mentoring and Support**

- Deliver intervention programs to individuals preparing relevant and appropriate learning experiences in conjunction with the Department staff.
- Discuss reasons for underperformance with students, through interview.
- Assist in the development of suitable intervention material.
- Keep a log on students who undertake intervention and assist on the recording and reporting procedures.
- Liaise regularly with the Head of Department and teachers to inform them of progress and provide relevant feedback.
- Support exam revision sessions as required.
- To attend English departmental meetings as required.
- To work with other professionals such as Learning Managers and Teaching Assistants to support students.
- To comply with the Academy's Child Safeguarding Procedures including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.

- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

### **Operational/Strategic Planning**

- To assist in the development of appropriate lesson plans, resources, schemes of work and teaching strategies in numeracy.
- To contribute to the Curriculum Area's development.
- To plan and prepare 1-2-1 lessons.
- To report on the individual pupil's progress, achievement and attendance.

### **Staff Development**

- To take part in the academy'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.

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.