

Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

JOB DESCRIPTION

School Led Tutor

Salary: NJC Scale 6, spine points 18 to 22

£32,925 to £35,031 FTE (actual starting salary £28,320*) term time only, 36p/w

*April 2024 pay award pending

School Led Tutor Responsibilities	<ul style="list-style-type: none">• Plan personalised intervention sessions with students so that they are able to improve their achievement and attainment• Deliver tutoring sessions to individual or small groups of students• Maintain high standards of learning and student conduct• Assess and evaluate the progress of students being tutored• Maintain and develop the ethos, values and overall purposes of the school• Implement school policies and procedures• Communicate politely, effectively and appropriately with all stakeholders• To maintain statistics of the number of sessions delivered and students tutored to enable the completion of statutory census and other returns
Specific Responsibilities	<ul style="list-style-type: none">• Ensure all sessions are planned, prepared and delivered to cater for students of all abilities and backgrounds whilst ensuring individual student progress• Employ a variety of teaching methods appropriate to the age and ability of each individual student to promote a love of learning and children's intellectual curiosity• Research the relevant subject material, and utilise a range of teaching methods in line with currently acknowledged best practice• Be accountable for students' attainment, progress and outcomes• Keep accurate & up to date records of work and progress for students• Use relevant data to monitor progress, set targets and plan subsequent sessions• Seek advice and identify appropriate syllabi, materials and schemes of work, which engage, stimulate and challenge students of all abilities• Reflect systematically on the effectiveness of sessions and approaches to teaching• Attend necessary training to ensure further professional development• Assess students in the relevant subject curriculum areas• Keep appropriate records and complete assessments and profiles of students including knowledge of any special educational needs that a student may have• Communicate effectively with parents with regard to students' achievements and progress• Liaise with the subject head of department and your line manager to discuss focus areas to work through and time frame for delivery• Register each student and report back any absenteeism• Maintain the allocated teaching areas to ensure that they are conducive to a stimulating and exciting learning experience• Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

	<ul style="list-style-type: none"> • Attend and participate actively in meetings with colleagues and parents as necessary • Assist in seeking ways of deploying resources to the maximum benefit of the students • Ensure the safety and welfare of students at all times • To ensure that any sanctions imposed are in accordance with school behaviour policy • To ensure that each lesson begins and ends punctually and that students are properly supervised at all times • To proactively support the school, in particular being prepared to cover classes when required, in the absence of other teaching staff
General Support for the School	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security and data protection, reporting all concerns to an appropriate person • Be aware of confidential issues linked to home/student/teacher/school/work and to keep confidences as appropriate • Contribute to the overall ethos/work/aims of the school • Be flexible when required to support in the classroom • Demonstrate a sense of purpose and commitment to the school and team • Participate in meetings, training and other learning activities as required • Recognise own strengths and areas of expertise and use these to advise and support others • Supervise students on visits, trips and out of school activities as required • Assist with the supervision of students out of lesson times, including arrival at school and dismissal at the end of the day • Report pastoral and safeguarding incidences to Line Management and DSL and record all information on CPOMS
Strategic responsibilities	<ul style="list-style-type: none"> • Play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example • Contribute to whole school and wider community development • Implement whole school policy and practice • Attend department and wider school meetings
Other specific duties/ requirements	<ul style="list-style-type: none"> • Participate in professional development and keep abreast of developments and initiatives • Take part in wider staff training and development, for example, in key areas such as safeguarding • Engage actively in the Performance Management Review process • To be reflective and to continually strive for self-improvement • Comply with and enforce all policies and regulations relating to Child Protection and Safeguarding • To comply with the school's Health and Safety Policy and undertake risk assessments where required • Understand and comply with data protection regulations • Demonstrate a record of excellent attendance and punctuality • Adhere to the school's Staff Code of Conduct • Undertake any other duties as reasonably requested by the Headteacher • Satisfactory references and an enhanced DBS are required