

**Tutor**

**Job Description**

**Responsible to:** HT/EHT,

**Direct Supervisory Responsibility:** None

**Indirect Supervisory Responsibility:** None

**Important Functional Relationships:** Internal: Headteacher, teachers, support staff, pupils

External: Suppliers of Goods and Services, LEA representatives, Cornwall Council departments, Governors.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the CEO/Executive Head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

**Main Purpose of Job:**

**Teaching and learning**

* Be an outstanding tutor by meeting the relevant teaching and learning practices
* Effectively teach individuals or small groups of pupils, meeting their many and varied needs
* Use a repertoire of strategies to meet children’s different learning styles
* Have clear strategies for one to one behaviour management
* Have thorough subject knowledge and keep abreast of national and local developments
* Ensure learning is effective by working in partnership with parents and other teaching staff
* Create an effective and stimulating learning provision to improve pupil’s achievement
* Incorporate knowledge and understanding of SEN procedures in everyday teaching as required

**Recording and** **assessment**

* Carry out duties in accordance with the academy aims and policies
* Maintain an up to date pupil planning file with effective planning
* Set clear targets for children’s learning and use assessment information to inform all aspects of planning
* Be able to formulate and plan a sequence of effective one to one small group learning
* Display commitment to raising attainment standards and accelerating pupil progress
* Maintain good relationships with parents and keep them regularly informed about their child's progress

**Standards and quality assurance**

* Support the aims and ethos of the school and the trust
* Follow the academy policies and procedures
* Set a good example in terms of dress, punctuality and attendance
* Uphold the academy behaviour code and uniform regulations
* Participate and contribute to staff training
* Attend team and staff meetings as required
* Positively embrace professional development and research
* Able to reflect on and improve performance

**Additional duties**

* Be a role model in all your actions and behaviour
* Undertake professional development and research as agreed
* Be aware of and comply with policies and procedures relating to Child Protection and Safeguarding, Health and Safety, and report all concerns to the appropriate person

**Working time:**

* A Learning Tutor, shall be available for work from 8.00am – 4.00pm

195 days in any school year, of which 190 days shall be days on which you will be required to teach small groups of pupils or individuals. The 195 days shall be specified by the employer or, if the employer so directs, by the CEO/Executive Head teacher

* On Hours ranging from 8am- 4pm you will be required to teach individuals or small groups of pupils.
* A one-hour unpaid lunch break will be included in your working days
* When you are required to perform a full day’s work 8.00am – 4.00pm, Two 30-minute breaks will be included in-between tutoring
* Hours are to be allocated reasonably throughout those working days in the school year, on which a Learning Tutor is required to be available for work

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees. All employees have a responsibility of care of their own and others’ health and safety.

Unless otherwise indicated, no part of this job profile should be construed as determining the amount of time spent on a particular duty or responsibility. All particular and professional duties and responsibilities shall be carried out in accordance with the school’s policy on ‘directed time’ and with regard to the need to work such additional hours as may be required in order to discharge effectively a teachers professional duties.

The above lists are not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Whilst every effort has been made to explain the main responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date shown, but in consultation with you, may be changed by the CEO/Executive Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.