GREAT SANKEY HIGH SCHOOL

Academic Tutor

JOB DESCRIPTION & PERSON SPECIFICATION

GREAT SANKEY HIGH SCHOOL
JOB DESCRIPTION

Academic Tutor - Casual

Responsible to: Deputy Headteacher

Core Purpose:

To deliver high quality tutoring sessions that ensure students make rapid progress and close the knowledge gaps created by the Covid-19 pandemic.

Key Responsibilities

- ✓ To be responsible for the planning, preparation and delivery of appropriate sessions to meet the educational needs of the students in the teacher's care.
- ✓ To produce structured lessons with pace, which employ a range of resources and teaching styles to maximise student progress and enjoyment, through clear, shared learning objectives and success criteria
- ✓ To incorporate Assessment for Learning techniques into lesson delivery, so that students are clear on what they have achieved and how they can improve.
- ✓ To establish and maintain a purposeful learning environment
- ✓ To forge positive and productive relationships with all students and staff.
- ✓ To report any concerns for students' well-being to ensure Child Protection and Anti-bullying procedures are actively administered.
- ✓ To assess, record and report on the development, progress and attainment of students within your care
- ✓ To mark students' work carefully, conscientiously and regularly according to school and departmental policy.
- ✓ To prepare students for subject examinations through regular exposure to examination materials, feedback and guidance
- ✓ To monitor the attendance of student to tutoring sessions

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.

Person Specification / Selection Criteria for Academic Tutor

Note: The Applicant will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualifications

Qualification requirements	Essential	Desirable	Source
PGCE or teacher-related qualification	**E**		**A**
Degree in main subject or SKE		**D**	**A**

[B] Experience

	Essential	Desirable	Source
Experience of working in secondary school	**E**		**A/I**
Experience of working in a team		**D**	**A/I**
Experience of working independently		**D**	**A/I**

[C] Knowledge/Understanding

	Essential	Desirable	Source
KS3 National Curriculum in an Ebacc subject (English, Maths, Science, MFL, Geography or History)	**E**		**A/I**
KS4 National Curriculum in an Ebacc subject (English, Maths, Science, MFL, Geography or History)	**E**		**A/I**
KS5 National Curriculum in an Ebacc subject (English, Maths, Science, MFL, Geography or History)		**D**	**A/I**
Assessment		**D**	**A/I**
Safeguarding &Health and Safety rules.		**D**	**A/I**

[D] Personal Qualities and Skills

	Essential	Desirable	Source
Good communication skills	**E**		**A/I**
Good interpersonal skills	**E**		**A/I**
Honesty	**E**		**A/I**
Team player	**E**		**A/I**
Ability to meet deadlines/manage time	**E**		**A/I**

Organisational skills	**E**		**A/I**
ICT literate	**E**		**A/I**
Empathy with students/ability to form good relationships	**E**		**A/I**
Enthusiastic ability to motivate others	**E**		**A/I**

[E] Pre-Employment Checks

	Essential	**Desirable**	**Source**
Positive recommendation from all referees, including current employer	**E**		**R**
DBS Clearance post appointment	**E**		**N/A**

[F] Application Form and Supporting Statement

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post.

There should be no unexplained gaps in career history.

(Source: A=Application (form+letter); I=Interview; R=Reference)