

## Job Description

**Job Title: English I2I Tutor**

**Reporting to:** Head of Department /Director

**Grade: Casual Contract, £10 - £27.25 per hour, depending on qualifications**

**Accountable for:** N/A

### **Overall purpose of the post:**

- Carrying out the professional duties of a tutor as circumstances may require and in accordance with Academy policies, under the direction of the Principal.
- Promoting the achievement of high standards through effecting mentoring, teaching and learning within subject area, preparation and evaluation
- Being central in the delivery of the ECM agenda, paying regard to the provision of personalisation for students.
- Modelling the vision and values of the Academy.
- Being part of the team of Outwood Academy City
- Receiving and acting on feedback to build on the strengths and improve personal performance within the Academy systems.
- Recognising, promoting and celebrating diversity.

### **Main duties and responsibilities:**

- 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.

- 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.
- 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.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the employer. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the employer's professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Principal or the incumbent of the post.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A.