

Job Description

JOB TITLE	Tutor (with QTS)
JOB FAMILY	Thinking Tuition
SALARY GRADE	£25 per an hour
HOURS	Casual contact as and when required

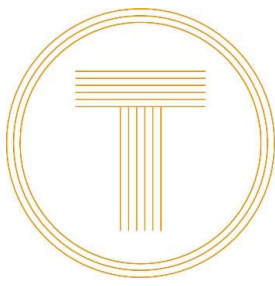
Job Purpose

- To provide additional tutoring to our students on a 1:1 or small group basis to help cover any areas identified by the class teacher for development
- Create a bespoke learning plan for students based on feedback from teachers and SLT of the students school. This will vary in length depending on the students need and you will create engaging sessions thought the duration of the booking

Duties and Responsibilities

Main Duties

- Schedule tuition appointments via a student's teacher or guardian
- Deliver professional tuition sessions both in person and via video calls (MS Teams)
- Plan individual tutoring sessions for your students to match their areas identified for improvement
- Develop teaching or training materials, such as handouts and resources
- Identify areas for improvement by creating bespoke learning plans based on a students development needs
- Make sure students are prepared to an exam standard
- Assess any barriers to students' study progress
- Maintain up-to-date knowledge of the curriculum and qualification frameworks and use relevant and up to date tutoring methods and techniques
- Keep learner records, produce progress reports and make sure all relevant stakeholders are updated accordingly
- Submit timesheets for your work to 6 hours Monday to Friday



Generic Duties relevant to all members of Staff

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

Personal and professional conduct

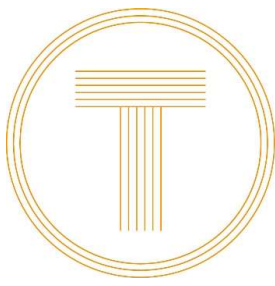
- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.



Safeguarding

- The Thinking Schools Academy Trust group is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

Data Protection

- The Thinking Schools Academy Trust group takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Tutor (with QTS)

Name:

Signed:

Date: