



BROOKE HOUSE COLLEGE
ENGLAND

JOB DESCRIPTION

POST: ACADEMIC TUTOR

JOB PURPOSE: To teach students in subjects/classes as directed

ACCOUNTABLE TO: Head of Faculty

Professional Responsibilities

- To implement and deliver an appropriately broad, relevant and differentiated curriculum for students and to support the curriculum area as appropriate.
- To monitor and support the overall progress and development of students.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the college's responsibility to provide and monitor opportunities for personal and academic growth.
- Adhere to all sections outlined in the Department for Education documentation on Teachers' Standards.

Teaching and Learning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area/class.
- To plan and prepare lessons and appropriate schemes of work for lessons.
- To contribute to the process of monitoring and evaluation of the curriculum area / class in line with agreed college procedures.
- To seek / implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum.
- To contribute to the development of effective subject information and delivery.
- To promote the general progress and well-being of all students by supporting events.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these might be resolved.

- To teach students, according to their educational needs, including the setting and marking of work to be carried out by the student in the college and during private study.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to students.
- To ensure that literacy and numeracy are reflected in the teaching / learning experience of students.

Performance Management

- Participate fully and actively engage in the college's Performance Management Review process and meetings.
- Attend relevant and compulsory training as requested.
- To continue personal development in the relevant areas, including subject knowledge and teaching methods.

Knowledge, Skills and Experience

- Review and maintain your own professional practice through agreed development activities.
- Ensure statutory requirements are met, adhering to the college handbook and practices.
- To prepare and update subject materials.
- Peer observations.
- Prepare and keep up to date with developments relating to your area.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and the demands of the syllabus.

College Policy

- Contribute to the development of (as required), and adhere to all College policies.
- Support the college ethos and values and always consider the reputation of the college, staff and students.
- To help implement quality procedures and to adhere to those.
- To communicate effectively with the parents of students as appropriate.
- To communicate and cooperate with persons or bodies outside the college as appropriate.
- To follow agreed policies for communication in the college.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, etc.
- To attend meetings as required.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of college life.
- To apply the behaviour management systems so that effective learning can take place.

Personnel

- Communicate effectively, positively and professionally with all members of the team.
- Work collaboratively with other staff and promote mutual respect for all staff and students.

Student Outcomes

- To maintain appropriate records and to provide relevant, accurate and up to date information for Engage registers etc., ensuring full compliance with the tutor responsibilities relating to the reporting absence section.
- To complete the relevant documentation to assist in the tracking of students' achievement.
- To track student progress and use information to inform teaching and learning.

Resources and Accommodation

- To ensure the effective / efficient deployment of classroom support.
- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist others within the curriculum area to identify resource needs and to contribute to the efficient / effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the college, curriculum area and the students where possible.
- To report anything unsafe and to consider and adhere to Health & Safety policy and Fire Safety at all times.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

We are an inclusive college and strive to be a learning, caring and thriving institution.

We take the responsibility to our students seriously at Brooke House College and all staff are expected to commit fully to the safeguarding of students and staff.