

Tutor - Job Description

Academic Year 2021-22

Pay Scale: £10-£15 per hour depending on qualifications and experience

Hours: Flexible hours as agreed with Line Manager

Responsible to: Mr D Holding – Deputy Head

Job Purpose

To work as part of the academic team to support Y7-10 students catch up following the interruption to learning caused by the Covid-19 pandemic.

This job description states what the job entails (its aims, objectives and tasks), what resources (human, material and financial) you have responsibility for, and to whom you are responsible for fulfilling the demands of the post satisfactorily.

Responsibilities

Model and nurture our core values of Teamwork, Respect, Enjoyment, Discipline & Sportsmanship at all times

- Support small groups of students in your dedicated subject;
- Communicate with teachers of students to discuss PLC and set activities for the week(s);
- Familiarise yourself with the Schemes of Work (SOW) – curriculum recovery document;
- Follow CPDs as advised by your line manager;
- Record activities done with students (diary and online file);
- Record any issues to the Deputy Head Teacher that arise during your session;
- Report weekly to Deputy Head Teacher to debrief;
- Complete weekly timesheets, submit to Deputy Head Teacher for authorisation and submit to the Finance Department for processing.

In case of School closure or remote learning protocol during Covid 19

- *Organise online sessions via Google Meet and record (refer to guidance);*
- *Maintain regular communication with teachers remotely;*
- *Access via heads of department for resources / Schemes of Work (SOW).*

Day to day management

- Be familiar with, and apply all School policies;
- Abide by the School's Staff Code of Conduct;
- Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment;
- Promote equality of opportunity and diversity within the School. The whole culture and ethos of the School prevents any form of direct or indirect discriminatory behaviour;



- Alignment with our ethos and our core values of **Teamwork, Respect, Enjoyment, Discipline and Sportsmanship** is expected at all times.
- Promote effective safeguarding and a culture of vigilance where students' welfare is promoted.

Other duties

- Attend all training and events required; creating a productive and happy working environment;
- Perform all other reasonable requests from your line manager and the Headteacher;
- ***Respect confidentiality at all times.***

For the satisfactory fulfilment of these responsibilities, you are directly responsible to Mr D Holding, through him to the Headteacher.

Person Specification:

- Working towards A level or higher qualification in tutor subject
- Organised with good time management skills
- Able to use varying communication methods to tutor and report effectively
- Some behaviour management skills
- Basic understanding of health & safety requirements
- Adherence to all safeguarding protocols
- Patience
- Integrity
- Present a good role model to students
- Support the core values of Coombe Wood School