

Job Title: One to One Tutor – Science

Reporting to: Head of Department

Grade: £25.75 per hour (QTS), £18.36 unqualified with appropriate degree

Overall purpose of the post:

- To contribute to raising standards of student attainment.
- To positively promote the ethos of the academy and its inclusive principles.
- To plan, implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for the one to one students.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.
- To promote and safeguard the welfare of children.

Mentoring and Support

- 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 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

Operational/Strategic Planning

- To assist in the development of appropriate lesson plans, resources, schemes of work and teaching strategies.
- 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.

Staff Development

- 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.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.