

**JOB DESCRIPTION:**

<b>Job Title:</b>	One-to-One Tutor (Key Stages 2,3,4)
<b>Base:</b>	Outwood Academy Valley
<b>Conditions of Service:</b>	
<b>Hours of duty:</b>	As required under an Individual Learning Agreement for one to one tuition
<b>Responsible to:</b>	Principal
<b>Responsible for:</b>	Delivering one-to-one tuition

**Key purpose:**

To provide individual tuition, plus liaison and planning time with the class teacher as directed in the Individual learning Agreement for one to one tuition, to lead to improved rates of progression for identified pupil(s) on a one-to-one basis in English or mathematics.

**Key duties:**

1.	To be familiar with the Tuition Handbook implementing the advice and guidance around the provision of high quality one-to-one tuition.
2.	To meet with the class teacher before the tuition begins to identify curricula targets for the tuition, plan the personalised learning programme and agree success criteria using the Individual Tutoring Plan (ITP).
3.	To meet the class teacher, pupil and parents before tutoring begins to confirm the time and location of the tutoring outside of the school day.
4.	To provide out of hours tutoring sessions with identified pupil focusing on the agreed targets.
5.	To liaise with the class teacher during the tuition period through the Pupil Passport.
6.	To liaise with parents during the tuition period through the Pupil Passport.
7.	To provide feedback to the class teacher to review progress based on the ITP identifying next steps to inform quality first teaching (to be completed within 2 weeks of completing tutoring).
8.	To participate in training as appropriate and through negotiation with the headteacher.
9.	You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with.