



## Job Description

**Job Title: One to One Tutor**

**Reporting to: Head of Department**

**Salary: up to £26.53 per hour**

### **Overall purpose of the post:**

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 Science.

### **Main duties and responsibilities:**

- To provide the highest possible quality of tuition in Science to identified students.
- To meet with the Head of Department before the tuition begins to identify curriculum targets for the tuition, plan the personalised learning programme and agree success criteria using the Individual Tutoring Plan (ITP).
- To liaise with parents during the tuition period through the Pupil Passport.
- 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).
- To participate in training as appropriate and through negotiation with the Principal.
- 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.

### **Special Features**

- Casual

### **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.