



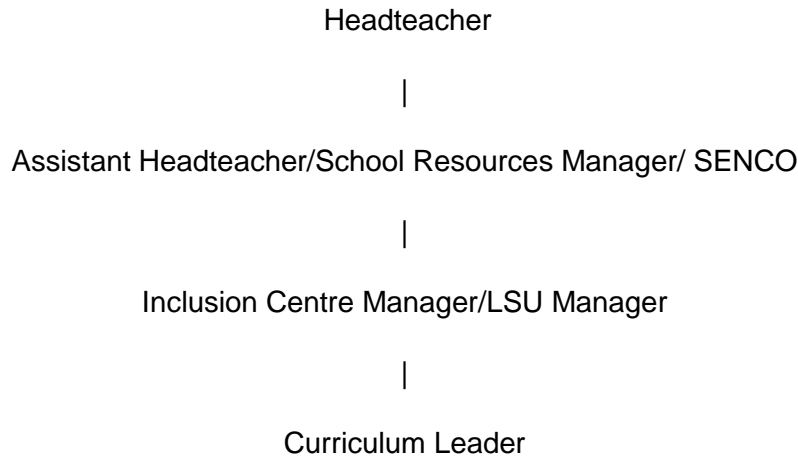
JOB DESCRIPTION

Job Title:	CURRICULUM TUTOR
Grade:	Band 5 9-14
Responsible to:	School Resources Manager, Assistant Headteacher SEND, SENCO
Responsible for:	None
Hours of Duty:	32.5
Any Special Conditions of Service:	<ul style="list-style-type: none"> • The Postholder may be required to attend evening and weekend meetings • The School operates a Smoke-Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. • This post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.
Values and Behaviours	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> • Valuing our people • Focusing on customers • Acting with integrity • Using time and money wisely • Working together • Always learning and improving <p>Be aware of and apply the Rochdale Way behaviours at all times</p>
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To independently tutor and supervise individuals and groups of children in order to accelerate their progress and learning in curriculum areas. Working in close liaison with teaching and/or senior staff to plan and deliver accelerated tutoring. So that children can catch up to national norms and access the curriculum having gained rapidly the literacy, numeracy and subject-specific skills they need to access to the same learning as their peers. Also to provide assistance and support in improving behaviour for learning by helping to develop good study habits and emotional resilience.

CONTROL OF RESOURCES

Personnel

- To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

- To work in accordance with the Financial Regulations and procedures of the School.

Equipment/Materials

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare

- Responsible for the health, safety and welfare of self and colleagues in accordance with Academy/School's Health & Safety policies and procedures and current legislation.



Equality and Diversity

To work in accordance with the Academy/School's Policy relating to the promotion of Equality and Diversity.

Training and Development

- The post holder will be responsible for assisting in the identification and undertaking of his/her training and development requirements in accordance with the School's arrangement.

RELATIONSHIPS (INTERNAL AND EXTERNAL)

Internal:

1. Teaching and support staff within the School
2. Users of the School
3. Voluntary helpers
4. Pupils

External:

1. Parents/Carers
2. Staff in other schools and within the LA
3. Staff from supporting agencies

RESPONSIBILITIES

The postholder must:

- Perform his/her duties in accordance with the Academy/School's Equal Opportunities Policy.
- Ensure that the Academy/School's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

Support for the Pupil

- Establish excellent working relationships with pupils, acting as a role model and setting high expectations of their ability to learn, make progress and succeed academically.
- Be aware of and respond appropriately to the academic and emotional needs of individual pupils
- Promote self-esteem and independence
- Provide consistent academic support to identified individuals or groups.
- Track and monitor the academic progress of individuals
- Devise and tutor on all necessary intervention programmes and planned group work
- Provide feedback to pupils and their parents about progress and achievement



When Working in Class with the Teacher

- Have prior knowledge and understanding of the key concepts and skills identified in the schemes of work in order to work with the teacher to support any pupils, with additional needs, to access the curriculum in line with the appropriate lesson plan
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedures.
- Provide feedback to the teacher about the progress and achievement of individuals accessing the lesson
- Use specialist subject skills/training/experience to support the teacher and pupils
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.

Support for the Teacher

- Establish and maintain an appropriate learning environment alongside the teacher.
- Contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor track and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested.
- Administer and assess tests and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their behaviour in line with established school policy.
- Liaise sensitively and effectively with parents/carers
- To escort pupils as necessary and assist in movement around the school.

Support for the Curriculum

- Deliver structured and agreed on tutoring, taking into consideration pupils learning styles.
- Deliver all agreed interventions, record achievements and progress and provide appropriate reports and feedback for the teacher.
- Use ICT effectively in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use all resources required to meet the lesson plans/relevant learning activity /tutoring activity



Support for the School

- Effectively utilise all alternative learning opportunities to support academic progress and personal development.
- Assist pupils to access learning activities through specialist support e.g. curriculum/SEN specialism, Behaviour management, translation, signing.
- Determine the need for, prepare and maintain general and specialist curriculum resources.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils.
- Attend and participate in the regular meeting as appropriate.
- Participate in training and other learning activities as required.
- Establish own best practices and use them to support others.
- Assist in the induction of other supporting adults
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

SECONDARY DUTIES

To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____