

## Job Description – Tutor

**Reports to:** Deputy Head Teacher

**Location:** Break Through School -Bexley

**Salary:** Competitive

**Hours:** Monday-Friday 8.30am-4.30pm

### **Main Purpose of the role:**

Every member of staff plays a significant part in the students' ability to achieve their full potential and positive outcomes whilst at Break Through School. To do this we need to work collaboratively with multi-agencies and always as a team, which is essential to the students' success and achievement.

### **Strategic direction**

- Develop and implement policies for your subject in line with our school's commitment to high-quality teaching and learning
- Promote the subject, its importance, and the value that it brings across the school
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the subject
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims
- Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- Use additional support staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively

### **Leading the curriculum**

- Develop and review regularly the vision, aims and purpose for your subject
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented in all classes
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- Have an overarching responsibility for pupils' achievement and standards in the subject area
- Design and oversee impactful interventions

### **Leading and supporting staff**

- Keep staff informed on any developments or changes within your subject
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Liaise effectively with exam boards to ensure that TAs understand and are familiar with the syllabuses that are being delivered
- Support TAs to make accurate assessments, manage internal and external moderation, and complete internal moderation exercises

### **Pastoral and Tutor responsibility**

- To build pastoral relationships with families and have weekly contact
- To be the point of contact for a specific group of young people
- To oversee 1-2-1 for all tutor student and ensure to a high quality

- To oversee and monitor the progression of young people's IEPs
- To monitor standards of uniform
- Support class TAs with behavior management and pastoral issues.

#### **Efficient and effective deployment of resources**

- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in pupils
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home due to coronavirus

#### **Health and Safety:**

- Working safely and hygienically at all times within health and safety guidelines and policies
- To report any health or safety concerns to the appropriate person
- To ensure the school is kept clean and tidy at all times
- To undertake food hygiene certificate and implement all food hygiene legislation
- Dress in accordance with the Break Through School Dress Code
- To be aware of the daily first aider rota
- To ensure all risk assessment are followed

#### **Partnership Working:**

- Sustain and develop positive working relationships with all areas of the school
- Implement/monitor and contribute to joint initiatives as required
- Celebrate and share success with students, colleagues and parents/carers

#### **Equality and Diversity:**

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief
- Support people to express their individuality and uniqueness in all areas of life

#### **General:**

- To act as an ambassador for Break Through School, representing the school positively at all times at events and meetings
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by management
- Follow Break Through's policies and procedures, paying particular attention to safeguarding, confidentiality & health and safety
- To attend all staff meetings as directed by Line Manager
- To attend regular supervision sessions with Line Manager
- Attend team meetings as required
- Undertake any relevant training as identified including individual and group training, INSET days and Twilight sessions as directed

**Qualifications and experience required for this role: See Personal Specification**

## PERSON SPECIFICATION

Requirement	Essential	Desirable	Testing Method
1. Qualifications	GCSE English Maths C/4 or equivalent  Level 5 Qualification	QTS or PGCE  Degree in Subject area	Certificate Application form
2. Experience	Successful experience of teaching in a school environment	Working in a SEN/SEMH school	Application form Interview
3. Knowledge and skills	Good Understanding of Subject area  Understanding of examination requirement  Good IT Skills  Ability to meet students' individual needs  Good standards of written and verbal English  Organised Pro-active	Understanding of SEN & experience of working with students in SEN environment  Awareness of local and national organisations that can provide support with delivering the subject	Application form Interview questions
4. Competence	Professional  Ability to follow procedures/policies  Ability to work as part of a team and independently		Interview questions
5. Personal Qualities	Student focused Team player Can work under pressure and prioritise effectively Emotionally robust Resilient Sound communicator Driven Innovative Flexible Sense of humour		Interview questions

6. Other		Full Driving License & access to own vehicle	Document verification
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**Note:**

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

This job description may be amended at any time in consultation with the postholder.

**Reviewed May 2022**