

JOB DESCRIPTION

JOB TITLE: English Tutor

JOB HOLDER: TBC

REPORTS TO: Lead Practitioner of English

DATE: 11th June 2020

JOB PURPOSE:

To deliver quality English learning opportunities to learners, to enable achievement of qualifications (Functional Skills and/or GCSE) which supports progression to apprenticeships, employment and/ or further training.

RESPONSIBILITIES:

PRIMARY OBJECTIVES

PO1: Implement and deliver appropriately broad, balanced, relevant and differentiated learning opportunities

PO2: Monitor and support the overall progress and development of students

PO3: Facilitate and encourage a learning experience which provides students with an opportunity to achieve their individual potential

MAIN DUTIES AND RESPONSIBILITIES

PO1: Implement and deliver appropriately broad, balanced, relevant and differentiated learning opportunities

1. Deliver qualification-based courses to learners including Functional Skills or GCSE
2. Support with the development or adaptation of resources, scheme of work, and lesson plans and group profiles.
3. Deliver small group and 1:1 teaching and revision sessions, effectively preparing learners for assessment and examinations.
4. To undertake progress reviews with your learners and complete the correct documentation to record each learners performance at termly intervals
5. Ensure teaching style is adapted based on learner needs, thus reducing unintentional barriers for all learners including those who may have learning difficulties or disabilities
6. To work from your primary base and be flexible to cover English delivery at any other Develop centres or subcontractors as required.

7. To work within the regulations and curriculum set by the Awarding Bodies
8. Creating a vibrant teaching atmosphere, using creativity and imagination within classrooms
9. Attend and participate in regular standardisation events
10. Attend and support students on mock and official exam days.
11. To undertake any ad hoc tasks as required, and to be flexible in covering the work of other team members as and when necessary.
12. Share and contribute to best practice sharing

PO2: Monitor and support the overall progress and development of students

1. Mark, grade and give written, verbal feedback to students on a group and individual basis
2. To track and monitor the progress of the learners you teach using the systems assigned to you.
3. To evaluate learner work, providing timely and relevant feedback

PO3: Facilitate and encourage a learning experience which provides students with an opportunity to achieve their individual potential

1. Committed to safeguarding young people
2. Ensure learners work towards SMART targets
3. Collaborate with teaching staff to create a good teaching experience
4. To liaise with the Head of English over all matters relating to curriculum, learners and record keeping
5. Contribute to raising standards and maximising student attainment
6. To assist the Head of English to develop the curriculum
7. To assist the Head of English with all matters relating to the quality of provision
8. To assist with the transfer of learner data to the Head of English following the correct data protocols
9. To strive for appropriate progression for all learners
10. To ensure that own CPD is kept up to date and appropriate for the job role

General:

- To conduct yourself in a professional manner whilst representing Develop.
- To carry out any other duties commensurate with the post across Develop.
- Abide by Staff Behaviour Code of Conduct Policy
- To comply with Company policies and procedures
- To maintain an electronic diary
- To adopt and implement the Company's ways of working including adhering to and promoting the Company's purpose, vision, mission and values.
- To attend and participate in team meetings as requested by your Line Manager, CEO or Head of Department
- To respect the clients learners and colleagues needs
- To respect confidentiality of staff and learners
- To wear identification badge when on Company business

- To participate and cooperate with visits, inspections and observations by external organisations e.g. Ofsted/ Matrix/ Career Mark etc.
- To maintain CPD by participating in training, reading and other relevant activities to continue to adequately discharge your duties, using the Company's CPD/ Staff Development Record to log this.
- To take every opportunity to promote Develop's services to potential customers

Data Protection:

All employees – as well as the Company – have responsibilities for Data Protection under current legislation. Heads of Centre's and Project Managers have responsibility for the type of personal information they collect and how they use it. It is every employee's responsibility to ensure that they comply with the organisation's Data Protection Policy and any relevant procedures for requesting, processing or sharing personal information. No-one at any level should disclose or share personal information outside the organisation's policy and procedures, or use personal information held on others for their own purposes. Anyone disclosing personal information without the authority of the organisation may be committing a criminal offence, unless there is some other legal justification, for example under 'safeguarding' or 'whistle-blowing' legislation.

Safeguarding

All employees (and volunteers) are required to uphold the values of Develop with its promotion of being an inclusive and safe employer, both for staff and it's learners. In order to achieve this you shall commit to attend / participate in specific training to maintain and upskill your knowledge in these critical areas that will enable both yourself as an employee, and Develop to comply with its legal and moral responsibilities.

All employees must report any matters, using the correct procedures, relating to these areas to ensure we continue to drive forward the safety and wellbeing of all our staff and learners.

Health and Safety

You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work.

You must co-operate with your employer and co-workers to help everyone meet their legal requirements.

You are responsible for following health and safety requirements in line with the Company policy.

Inclusion

All employees including volunteers are required to uphold and express the values of Develop during the course of their work with staff, learners and customers.

Develop is an inclusive employer promoting a positive culture for inclusion in all that we do. Fair practice should be observed at all times and you should participate in specific equality and diversity training and any other inclusion training that would up skill you for your role so that Develop complies with legal and moral responsibilities.

PERSON SPECIFICATION FOR ENGLISH TUTOR		
SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training	<p>Teaching Qualification; DTLLS, PGCE, QTS (or equivalent)</p> <p>English related qualification above a level 2</p> <p>Minimum of C grade GCSE's in English and Maths or Level 2 Functional Skills or equivalent</p> <p>Up to date and relevant CPD</p>	<p>English related degree</p> <p>Education to A level or its equivalent and beyond.</p> <p>Full UK Driving License</p>
Experience	<p>Delivering GCSE and/ or Functional Skills English</p> <p>Awareness of the latest developments and initiatives in your subject area</p>	<p>Working with SEN/behavioural students</p>

<p>Qualities, skills, knowledge and abilities.</p>	<p>Reliable</p> <p>Adaptable</p> <p>Ability to understand and empathise with learners</p> <p>A sense of perspective enabling the identification and prioritisation of tasks</p> <p>Strong communication and interpersonal skills with staff and learners</p> <p>An ability to remain calm and professional under pressure</p> <p>To be confident with the use of emails and Microsoft office.</p> <p>To have experience of using current technology when teaching, e.g. Google classroom, Microsoft Teams etc.</p>	<p>To understand the theories and models that promotes quality learning opportunities.</p>
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