



Job details

Job Title: Self Employed Tutor

Hours: 33 hours

Contract type: Term Time Only

Reporting to:

Responsible for: Teaching and Learning Lead

Main purpose

The tutor will:

- Fulfil the professional responsibilities and meet the expectations of a tutor

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote excellent progress and outcomes by pupils
- Demonstrate excellent subject and curriculum knowledge
- Demonstrate their quality of teaching is 'good' to 'outstanding'
- Participate in arrangements for preparing pupils for external tests

Whole-school organisation, strategy and development

- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher/tutor is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

Communication

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- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary

- Provide pastoral care as required and being aware of mental health and wellbeing needs
- Contribute to the ethos, value and aims of the school.
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Participate in meetings as required.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the tutor will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
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Qualifications and experience	<ul style="list-style-type: none">• Degree• Proven experience in teaching, preferably in an independent school or similar educational setting.
Skills and knowledge	<ul style="list-style-type: none">• An excellent knowledge of the Curriculum• An excellent knowledge of effective teaching and learning strategies• An excellent understanding of how children learn• Extensive knowledge of how to adapt teaching to meet pupils' needs• Ability to build effective working relationships with pupils• An excellent knowledge of guidance and requirements around safeguarding children• Extensive knowledge of effective behaviour management strategies• Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subject/curriculum area you teach• A more developed knowledge and understanding of your subject/curriculum area and related pedagogy, including how learning should progress• Flexible, creative and adept at designing learning sequencing within and across lessons as part of the curriculum• Good ICT skills, particularly using ICT to support learning
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• High expectations for children's attainment and progress• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality• - Strong organizational and coordination skills, with the ability to manage multiple responsibilities effectively.