

## Job Description and Person Specification

<b>Job Title:</b>	Achievement Tutor
<b>Responsible to:</b>	Assistant Principal
<b>Job Purpose:</b>	To provide additional academic support to students in small groups to ensure all learners make progress and reach their full potential

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### 1. Job Description

#### The main activities and responsibilities are to:

- 1.1 Act as an academic Tutor supporting small groups of students
- 1.2 Give guidance and support with respect to students their academic work by negotiating and setting challenging targets
- 1.3 Have high expectations which inspire and motivate students
- 1.4 Demonstrate positive attitudes, values and behaviours
- 1.5 Have relevant and accurate subject knowledge so that students are enthused and inspired to achieve
- 1.6 Prepare students for examinations and helping to fill gaps in subject knowledge
- 1.7 Work with teachers to produce differentiated course related resources and independent learning resources targeted at student gaps in knowledge
- 1.8 Ensure appropriate records are kept and regularly updated in line with sixth forms policies and enable impact to be measured
- 1.9 Attend regular team meetings
- 1.10 Promote equality for students and staff
- 1.11 Undertake other professional requirements specific to this post.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post-holder.

## 2. Person Specification/Selection Criteria

The post-holder will be expected to have the following skills and attributes:

2.1 An understanding and support of the Sixth Form Mission and Ethos

2.2 Qualified at undergraduate or educated to degree level, including Maths and English GCSE C or equivalent

2.3 Professional Attributes

- Have high expectations of young people including a commitment to ensuring that students can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them.
- Hold positive values and attitudes and adopt high professional standards.
- Be able to communicate highly effectively with young people, parents, carers, colleagues and other stakeholders.
- An ability to evaluate own performance and be committed to improving practice through appropriate professional development.
- Have a creative and constructively critical approach towards innovation; being prepared to adapt practice where benefits and improvements are identified.
- Be able to act upon advice and feedback in order to continually improve practice.
- Be highly organised and very reliable.
- Have excellent IT skills and be able to use these skills highly effectively in tutoring activities.

2.4 Professional Knowledge, skills and Understanding

- Know and be able to use a range of approaches to small group tutoring, including an understanding of the importance of individualised focussed feedback.
- To monitor the progress of those tutored and to raise levels of attainment.
- Have a secure knowledge and understanding of the subject/curriculum area.
- Have a secure understanding of the barriers to learning to Sixth Form students and how to begin to tackle these in order to enable those tutored to reach their full potential.
- Understand how young people develop and how the progress, rate of development and well-being of learners are affected by a range of developmental, social, religious, ethnic, cultural and linguistic influences.
- Know how to make effective personalised provision for students, including those for who English is an additional language or who have special educational needs or disabilities, and how to take practical account of diversity and promote equality and inclusion in their teaching.

- Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.
- Be able to deliver engaging and motivating tutoring lessons informed by well-grounded expectation of learners and designed to raise levels of attainment.
- Know how to provide timely, accurate and effective feedback on learners' attainment, progress and areas for development.
- Be able to manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the Sixth Forms' code of conduct.