

Our Lady and St. Gerard's RC Primary

Job Description

Employment details

Job title:	Tutor/ Teacher
Reports to (job title):	<u>Headteacher</u>
Type of position	Full time
Salary:	Main Pay Scale / Upper Pay Scale

Main duties/responsibilities

General duties
Undertaking duties as required in the 'Teachers' Standards'
Displaying commitment to the Catholic ethos and success of the school.
Contributing to the school's process of self-evaluation and development.
Being familiar with the school's systems, structures, policies and procedures.
Actively supporting school activities where required, including attending educational trips, extra-curricular activities and parents' evenings, which may require some out-of-hours availability.
Teaching
Delivering learning in accordance with the curriculum, national guidelines and the school's strategy.
Planning and delivering tutoring for small groups of up to 3 children after school.
Covering a small number of classes for PPA and provide small group of support for children across all key stages throughout the school day. You may also be required to cover full classes when required.
Planning a varied, balanced and appropriate curriculum which supports the needs of all pupils and ensures all pupils reach their potential.
Adapting teaching styles to suit all pupils and providing a supportive learning environment.
Differentiating resources and equipment so lessons can be accessed by all pupils.
Self-evaluating their teaching to improve effectiveness.
Leading the provision for tutoring so that children make accelerated progress.

Pupil support
Carrying out other duties that support pupils' learning while operating in accordance with the school's policies and procedures.
Working as part of a team to evaluate and develop pupils' learning needs.
Enforcing the school's Behaviour Policy through effective classroom management.
Encouraging pupils to develop and use their creativity and initiative, gain increased independence, and undertake new responsibilities.
Being familiar with the 'Special educational needs and disability code of practice: 0 to 25 years', and supporting pupils with SEND appropriately.
Understanding the school's safeguarding procedures and actively promoting pupils' wellbeing and safety.
Monitoring and reporting
Being committed to the school's target setting and monitoring systems for pupil progress.
Systematically assessing and recording pupils' academic progress and other areas of their progress, and using the results to inform lesson planning decisions.
Monitoring pupils' classwork and homework, providing feedback and setting informed targets.
Delivering relevant national assessments in line with the relevant frameworks.
Reporting on individual pupils' progress to the headteacher and parents, as required.
Training
Keeping up-to-date with, and remaining knowledgeable about, the requirements of the curriculum and national guidelines.
Undertaking relevant CPD.
Communication
Liaising with the curriculum lead to ensure teaching is delivered in line with school expectations and goals.
Working with the SENCO to ensure pupils with SEND are appropriately supported.
Working with the DSL and their deputies to ensure safeguarding is promoted.

Working with the designated teacher for LAC to support LAC and previously LAC.

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have QTS. • Be willing to undertake relevant CPD. 	<ul style="list-style-type: none"> • Relevant professional qualification • First aid training • Catholic Certificate in Religious Studies
Experience	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have previous experience of working in Key Stage 1 and 2 	<ul style="list-style-type: none"> • Previous experience working in partnership with parents • Experience working as part of a team • Experience working with pupils with SEND • Experience working with children who have challenging behaviour • Experience working with children with EAL
Knowledge and skills	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • A sound understanding of the primary curriculum. • Excellent behaviour management skills. • Excellent inter-personal skills. • The ability to work as part of a team. • Excellent planning and organisational skills. • Effective oral and written communication skills. • Knowledge of key performance indicators and the ability to use them to monitor progress. • Awareness of the needs of pupils with EAL. • Awareness of the needs of pupils with SEND. • An understanding of how a pupil's learning is affected by their intellectual, emotional and social development, and the stages of child development. 	<ul style="list-style-type: none"> • An understanding of the importance of parental involvement

	<ul style="list-style-type: none"> • The skills to lead a curriculum area and demonstrate impact of their actions. 	
Personal qualities	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Be committed to teaching. • Supportive of their colleagues. • Have good attendance and punctuality. • Be proactive in the working environment. • Be enthusiastic and positive. • Be able to accommodate to changes in priorities. • Be able to anticipate workload and plan ahead. • Be able to develop effective relationships with parents. • Be able to encourage and enable others to reach their full potential. 	<ul style="list-style-type: none"> • Ability to relate well to other professionals • A flexible approach