**Job Description – Academic Tutor**

Post : Academic Tutor (Casual)

Line Managed by : Tutoring Co-ordinator

Line Manager of : None

Salary : £20 per hour of tutoring delivered

**Job Purpose**  
   
To ensure that within their work and the work of any they might line manage:

* There is a relentless focus and active promotion of all aspects of "safeguarding" including; child protection, child welfare and health and safety;
* The school, team and self, comply with all statutory, Portsmouth City Council or Governing Body requirements;
* All school policies and procedures are understood, followed and positively promoted;
* The school's ethos is understood, followed and positively promoted;
* There is a culture of flexible working, sharing skills and developing the individual.

Additionally:

* To provide high quality tutoring in English or Maths to small groups of disadvantaged children

**Key Accountabilities**

* To actively promote the school’s equal opportunities policy and observe the standard of conduct which prevents discrimination taking place;
* To maintain awareness of and commitment to the school’s Equal Opportunity policies in relation to both employment and service delivery;
* To fully comply with the Health and Safety at Work Act 1974 etc., the school’s Health and Safety policy and all locally agreed safe methods of work;
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

**General Duties**   
ALL Staff members should ensure that they:

* are supportive of and willing to work in an ‘all through’ school environment;
* are clear about their areas of responsibility and how they will be held to account;
* have efficient and effective systems to under pin their work;
* attend meetings as directed by the Headteacher, Team/Subject Leader or designate;
* work collaboratively with all other teams in the school;
* produce any reports, data returns or data captures for the Team/Subject Leader or designate as required using any templates provided;
* support the Team/Subject Leader or designate in reviewing their own work and that of the team to ensure the work of the team is continuously and sustainably improved;
* actively and positively participate in school wide systems such as performance management system, annual leave, absence management etc;
* exploit opportunities to undergo professional development through skill sharing, flexible working or training;
* are prepared to share skills, work flexibly and attend training as required;
* remain "student focussed";
* support any controls on procurement, stock control and waste;
* keep working areas secure and free from clutter;
* support the Team/Subject Leader or designate in ensuring working areas project a highly professional image;
* comply with the school's dress code;
* ensure that any information about individual students is kept confidentially and not discussed with third parties;
* have read, understood and contributed to the school's improvement plan, team action plan or other improvement tools;
* have read, understood and actively promote the latest staff handbook;
* support whole school ethos by:

1. undertaking duties before, during and after the school session within directed time;
2. engaging with students positively;
3. commenting on good standards of behaviour and dress;
4. tackling poor standards of behaviour and dress;
5. supporting the teaching staff delivering the Mayfield Teaching Model;
6. having a good knowledge of the school's "vulnerable students" and strategies to support them;

**Specific Duties**

* plan and deliver high quality tutoring across assigned sections of the school;
* develop assigned schemes of work;
* contribute to the quality assurance of all aspects of the work within a team or subject area;
* have an overview of patterns of achievement for assigned groups of pupils through SISRA or other data analysis tools and work with subject or phase leaders and others to provide timely intervention;
* participate within school wide systems such as six weekly data collection, appraisal, CPD;
* develop parental engagement;
* attend meetings as directed;
* contribute to transition work between phases;
* support and contribute to the school reward systems;
* participate in quality assurance systems;
* ensure that the Mayfield Teaching Model is followed and ensure that both its spirit and letter are “alive”;
* meet internal and external deadlines;
* contribute to the development of Mayfield’s vision as expressed in the latest version of the Staff Handbook;
* liaise with teams to provide co-ordinated support for assigned pupils;
* contribute to individual educational plans, and case conferences as required;
* actively encourage the development of positive relationships and promote confidence in care and education of pupils with parents/carers, reporting their concerns to designated staff;

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.