

## Job Description

### Details:

Job Title	Hourly Paid English Tutor
Rate of pay	£23 per hour
Location/Hours	Part-time – hours to be agreed

### Introduction and Job Purpose

To motivate and develop learners to achieve their potential.  
 To plan, prepare and deliver small group and/ or 1-2-1 tuition for school children and adults, appropriate to age and ability. To complete a weekly record of tasks undertaken and progress made. To provide regular learner feedback and written learner reviews via Individual Learning Plans. To create an appropriate and welcoming atmosphere for learners.

### Main Duties and Responsibilities

1.	Plan deliver and report on sessions, using methods and materials appropriate to the learner group and course content. A Scheme of work and outline lesson plans should be used for this and made available as required.
2.	Prepare/ adapt appropriate teaching resources. (N.B Preparation time is implicit in calculations of tutor remuneration)
3.	Work with learners to prepare and develop their Individual Learning Plans
4.	Ensure that learners' Individual Learning Plans are updated for each session attended and a written review is completed, as a minimum, following each 12 sessions.
5.	Identify/ assess the needs of learners and adapt resources and delivery style to meet these needs. Deal appropriately with individual learner support needs and seek advice if necessary.
6.	Assess learners' work on a regular basis. Keep records of learners' progress and ensure learners are given feedback on their progress both verbally and via their Individual Learning Plans.
7.	Comply with the Equality and Diversity policy so that all learners are treated with respect and dignity in an environment in which a diversity of backgrounds and experience is valued. Deal with any harassment or discrimination issues that arise.
8.	Offer advice on further learning and progression opportunities to learners as required.
9.	Welcome new learners and facilitate their integration within groups
10.	Attend staff meetings as appropriate
11.	Any other duty which, from time to time, may reasonably be required to meet the needs of Tutors4gcse, within the remit of this post.
12.	

## Person Specification

### Essential Criteria

- A PGCE, CertEd or equivalent Level 4/5 subject specialist teaching qualification
- An Honours degree with substantial English subject content or equivalent Level 4/5 subject specialist teaching qualification
- Recent, successful experience of delivering at GCSE level
- An Enhanced Disclosure and Barring Service check (previously CRB check) will be required for the successful applicant

### Skills and Abilities

- A 'good' or 'outstanding' teacher
- The ability to provide appropriate and differentiated levels of challenge so that students make good progress and achieve their potential
- Ability to use assessment information effectively to plan next steps in student's learning
- Ability to secure high standards of behaviour by motivating, encouraging and engaging students
- Ability to develop in students the skills to work independently and collaboratively
- Enable students to develop self-esteem and respect for others
- Ability to create a well organised, stimulating learning environment
- Commitment and ability to make a significant contribution to an ethos that promotes high achievement
- Ability to work as part of a team in planning and implementing the curriculum
- Ability to maximise student performance and initiate intervention strategies as appropriate
- Ability to relate to and communicate effectively with parents and carers
- A commitment to further your own professional development and to the principle of continuous improvement

### Knowledge and Understanding

- Good understanding of current theory of best practice in teaching and learning
- Clear understanding of how to motivate students
- Understanding of SEN/Safeguarding issues
- Excellent subject knowledge
- Effective strategies for maintaining high standards of discipline
- Knowledge of GCSE English Language / Literature curricula