



Job Description

Title	1-1 tutor	School/Department	Cranbury College
Salary	UNQ/MPR	Reports to	Assistant Headteacher - SENDCO
Job evaluation code	CRA000	Date of evaluation	November 2022
Purpose	To support pupils who are facing difficulties in school because of issues related to social, emotional, personal, behavioural problems or other factors. To help these pupils overcome their barriers to learning and fully engage with lessons to become more effective learners, and to improve academic and pastoral progress.		
Key Accountabilities	<ul style="list-style-type: none"> • The standards of progress and attainment of all students taught including the disadvantaged, those with special needs and the more able. • The standards of conduct and behaviour for learning of all students. • The reliability and accuracy of formative and summative assessment of all students. • The reduction and/or removal of any differences in performance of groups of students. • The consistent implementation of school policy in the subject. • The effective and safe use of resources. • The safety and wellbeing of students in their care. 		
Scope	Main contacts:	Staff responsibilities:	Financial accountability:
	Students, parents, staff	None	None
Main duties and responsibilities	<p>Teaching and learning</p> <ul style="list-style-type: none"> • Promote consistently high expectations of all pupils and make they are making good progress by offering targeted academic and pastoral support. • Identify pupils or groups of pupils who are facing learning difficulties, and put initiatives in place to address the barriers to learning they're experiencing. • Promote and support inclusion for all pupils including those with SEN, EAL or with a physical disability. • Role model good levels of literacy and numeracy and encourage improvement in these areas among pupils who are struggling. • Develop action plans for pupils facing particular difficulties, and work with staff/parents/carers to put them in place. • Where appropriate, visit pupils at home to discuss issues and plan next steps. <p>Behaviour and safeguarding</p> <ul style="list-style-type: none"> • Work with parents, carers, pupils and staff to create open discussions about pupils' needs, the school's expectations and what appropriate support looks like. • Work with pupils to demonstrate and encourage good behaviour in line with the school's behaviour policy. • Support the physical and emotional wellbeing of pupils, encouraging confidence and self-esteem through listening to them, and through individual and group support. • Follow all relevant legislation, guidance and procedures regarding child protection, safeguarding, and health and safety. • Support the attendance and punctuality of all pupils, and work to improve attendance rates where issues are identified, recognising how this links to pupils' wellbeing. • Work collaboratively with appropriate external agencies to support pupils' development and progress. 		



	<p>Curriculum and leadership</p> <ul style="list-style-type: none">• Demonstrate enthusiasm for learning and improving skills, and model this to all pupils• Engage with staff and school leadership to put whole-school strategies in place to support the learning of all pupils• Liaise with families and develop good relationships with parents/carers• Take part in line management within school, and set goals for continuing professional development• Report to the headteacher and senior leadership team on pupil progress and absence rates• Maintain accurate and up-to-date records and prepare written evaluations and reports
<p>Other requirements/ responsibilities</p>	<ul style="list-style-type: none">• Enhanced DBS clearance required.• Be part of the appraisal system, taking full responsibility for their own objectives and professional development.• Undertaking other reasonable responsibilities as directed by the Head of Department or Headteacher
<p>Structure chart</p>	<pre>graph TD; A[Headteacher] --> B[Assistant Headteacher - SENCO]; B --> C[1:1 Tutor];</pre>



Person Specification

Role	1:1 Tutor	School/Department	Cranbury College
Salary	MPR/UNQ	Job evaluation code	CRA000
Qualifications, training and education	<ul style="list-style-type: none"> • QTS desirable but not essential 		
Experience	<ul style="list-style-type: none"> • Working with children of the relevant age and managing situations relating to challenging behaviour. • Assessing pupils' needs and barriers to learning. • Delivering programmes with pupils with challenging behaviour, including one-to-one, small group and whole-class activities. • Coaching and advising staff on suitable behaviour interventions. • Working closely with families/carers, including carrying out home visits where appropriate for supporting students. • Working collaboratively with outside agencies and participating in meetings when required. 		
Skills and abilities	<ul style="list-style-type: none"> • Strong listening skills and proven ability to deal with sensitive situations with integrity. • Proven ability to communicate effectively with adults and children, including through written and verbal communication. • Proven ability to create good relationships with pupils, staff, and parents. • A well-developed understanding of strategies to manage and support young people with challenging behaviour in a school environment. • Proven ability to tailor interventions to individual pupils. • Excellent understanding of safeguarding policies and procedures and their role in child protection. • Proven ability to be flexible to changing workload demands and new challenges. • Ability to use IT systems and to conduct analysis and produce reports. 		
Requirements specific to the role	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required</p>		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed: Post holder	
Date:	