



REDBORNE UPPER SCHOOL AND COMMUNITY COLLEGE

JOB DESCRIPTION

JOB TITLE:	Graduate Tutor
HOURS:	Monday to Friday, 8.30am to 4.15pm term time only plus training days (as agreed with line manager at placement school)
SALARY RANGE:	£24,000 fixed term contract, term time only (pro-rata salary £17,000.00) 4th October 2024 to 23rd May 2025
RESPONSIBLE TO:	Headteacher
LINE MANAGER:	Assistant Headteacher
JOB PURPOSE:	To provide tutoring support to disadvantaged students on a one to one or small group basis, under the direction of the line manager at the placement school and in collaboration with subject teachers.

MAIN DUTIES AND RESPONSIBILITIES:

1. To offer support to students, in collaboration with subject teachers.
2. To prepare lesson plans for students.
3. To assist with the practical organisation of students' learning.
4. To provide feedback to subject teachers and line manager at placement school on student progress.
5. To provide and encourage a positive framework for students' learning.
6. To liaise regularly with parents of the students on the programme, aiming to foster strong school-home links.
7. To timetable students into the programme.
8. To support students in after school interventions (study club), where appropriate.

OTHER DUTIES AND RESPONSIBILITIES

1. To attend CPD sessions as directed and engage with the training programme.
2. To produce impact summary documents as appropriate.
3. To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
5. To undertake any other duties of a similar level and responsibility as may be required.