



JOB TITLE:	ACADEMIC TUTOR & LEARNING SUPERVISOR
RESPONSIBLE TO:	Cover, Events and Lettings Manager / Director of 6 th Form
RESPONSIBLE FOR:	Academic tutoring and the supervision of classes to cover short term teacher absence
GRADE:	Scale E
HOURS:	35 hours per week. Term time plus two weeks (hours of work are 8.30am-4.30pm)

I. PURPOSE AND SCOPE

- 1.1 The Academic Tutors (AT) motivate, energise and challenge students to stretch their potential to the full. The ATs act as a coach, providing students with support, and positivity, whilst also signposting to appropriate internal and external career development events, to ensure students have a full experience of 6th Form life.
- 1.2 To supervise whole classes to cover short term absence of teachers and to allow teachers to carry out professional duties and training. Learning supervisors (LS) will give instructions for the lesson, as provided by the teacher, and keep pupils on task while maintaining good order.
- 1.3 LS can respond to general questions and provide general feedback to the teacher. The cover supervision role will normally include other activities, or be part of a wider role in the school, e.g. teaching assistant, technician or administrative roles.

2. ORGANISATIONAL RELATIONSHIPS

- 2.1 Responsible to the Director or Deputy Director of 6th Form, as an AT or works under the general direction of a class teacher, when supervising lessons. Learning supervisors may work within particular departments to improve the continuity of education during teacher absence and increased understanding and familiarity with the curriculum and the pupils working within that department.

3. MAIN DUTIES AND RESPONSIBILITIES

- Establish a tutor group identity and develop a rapport with individual students
- Deliver and help to develop the tutorial programme as planned for all assigned tutor groups

- - Monitor and support the progress of all tutees using the assessment data tracking system, providing tutees with supportive mentoring
 - Monitor the attendance and punctuality of students in line with school expectations
 - Oversee a cohort of students with attendance concerns, in conjunction with the Head of Years intervention plan
- 3.1 Supervise pupils while they are engaged in learning activities and deal with immediate problems and emergencies.
 - 3.2 Manage pupils' behaviour within the ethos and behavioural policies of the school.
 - 3.3 Set high expectations of conduct whilst acting as a role model.
 - 3.4 Respond to pupil queries on procedures while keeping pupils on task.
 - 3.5 Promote the inclusion and acceptance of all pupils within the classroom within the school's policies and procedures of equal opportunities.

Support for teachers

- Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of pupils.
Collect and pass on any completed work.
- Maintain and pass on any appropriate records as agreed beforehand with the teacher.
- Provide support and assistance to teaching staff in large examinations or test groups.

Support for the curriculum

- 3.10 Support the use of ICT within the lesson as appropriate.
- 3.11 Understand and ensure appropriate organisation/use of the classroom, equipment and resources.

General duties

- 4.1 Accompany groups of pupils on school trips ensuring their health and safety (to be at discretion of lead teacher).
- 4.2 Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 4.3 Carry out their duties with the due regard to the school's policies on equal opportunities, health and safety and quality assurance.
- 4.4 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 4.5 Participate in training and other learning activities as required and to participate in appraisal and professional development.
- 4.6 Undertakes other similar duties and activities that fall within the grade and role any other duties as may be reasonably required by the Head teacher.



Special Conditions of Service:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school

PERSON SPECIFICATION

Experience	Experience of working in a cover or learning support function or other support function in a school/organisation.	Highly Desirable	<i>Application form /Interview</i>
Qualifications and Training	Good literacy and Numeracy skills to NVQ2	Essential	<i>Application form</i>
	Good general level of education – level 3 qualifications minimum ICT knowledge including excel, word, First Aid qualification (training provided)	Essential Essential	<i>Application form Application form</i>
	Commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	Desirable	<i>Application form</i>
			Interview/DBS

<p>Knowledge and Skills</p>	<p>An understanding of every child matters agenda Understanding of relevant behaviour policies and procedures Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment; An understanding of education policy and procedures Working knowledge and skills of ICT; Ability to undertake varied duties; Good communication skills with people at all levels; Ability to gain respect of pupils through manner of confidence and authority; Able to organise own workload in the context of varied tasks; Effective time management and organisation skills Experience of CMIS software</p>	<p>Desirable Desirable Desirable Essential Essential Essential Desirable Essential Essential Desirable</p>	<p><i>Interview & Application form (for all)</i></p>
<p>Personal Qualities</p>	<p>Able to work calmly under pressure; Ability to critically evaluate own performance and make any necessary changes to be more effective Commitment to the Catholic Ethos of the school Honest, reliable, loyal Attention to detail The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.</p>	<p>Desirable Desirable Essential Essential Essential</p>	<p><i>Interview Interview Application form/interview Interview Application form/Interview Interview</i></p>