

Job Description – Intervention Tutor

Responsible to:	Member of SLT to be designated by Headteacher
Responsible for:	None
Hours:	40 per week, 42 weeks per year (term time only + 4 weeks)
Contract:	Permanent
Salary:	H4 (Hertfordshire)
Disclosure Level:	Enhanced

BACKGROUND

Future Academies is an educational charity and multi-academy trust. Founded upon the core values of knowledge, aspiration and respect, we are deeply committed to helping young people to succeed in life through the provision of the best possible education. We believe that those who are culturally literate are able to overcome social barriers and, for this reason, we aim to provide our students with a rigorous, knowledge-rich education and a varied calendar of enrichment provision.

Future Academies currently sponsors seven schools in both London and Hertfordshire. We have ambitious plans for growth, which include two further secondary schools due to join our Hertfordshire hub in February 2020.

JOB PURPOSE

The purpose of this position is to support students with their academic work and to raise their progress, attainment and aspirations. Specifically, an intervention tutor will: provide in-class support; tutor both individuals and groups of students outside of the classroom; support intervention tutoring; run extra-curricular activities; and act as exemplary role-models who will help to raise our student's aspirations.

KEY RESPONSIBILITIES

- To provide in-class support for GCSE and/or A-Level students, working collaboratively with teachers, tutors and other staff.
- To run one-to-one or small-group interventions, generally taking place outside of school hours (including after school, as well as on certain Saturdays or during the school holidays).
- To tutor students, both on and offsite, who have been withdrawn from the normal timetable of lessons.
- To liaise with staff to ensure effective information sharing.
- To maintain regular contact with parents and carers, fostering a positive school-home relationship and developing the provision of family support to help improve students' academic outcomes.
- To report on students' progress, both to teachers and to their line-manager.
- To assess and evaluate the impact of interventions on student progress and achievement, amending practice as a result.
- As required, to carry out student and parent voice interviews regarding the effectiveness of the intervention programme.
- To work co-operatively with both intervention team colleagues and others to ensure the success of all students identified as needing intervention.
- To utilise IT, both to enhance students' learning and to record reports and assessments.
- To identify any barriers to a student's learning, and thus to help them to access the curriculum.

OTHER

- To attend training courses as required.
- To observe and promote equalities across the Future Academies trust.
- To establish, maintain and develop effective working relationships with internal and external colleagues and stakeholders.

- To attend and participate in meetings as required.
- To carry out any other duties appropriate to the post as required.

SAFEGUARDING

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.

PERSON SPECIFICATION

	DESCRIPTION	ESSENTIAL (E) / DESIRABLE (D)
QUALIFICATIONS	The right to work in the UK	E
	A GCSE grade C or Level 2 equivalent in English and Mathematics	E
	A degree or equivalent academic qualification, ideally in an EBacc subject	E
EXPERIENCE, SKILLS & KNOWLEDGE	Experience of working with children or young people	D
	Experience of working within an educational setting	D
	A desire to pursue a career in teaching	D
	Excellent numeracy & literacy skills	E
	The ability to work strongly in a team	E
	A willingness to share ideas, learn from colleagues and seek support	E
	A willingness and ability to support learning across the curriculum, as well as in their own specialist subject	E
	A high level of computer and IT literacy	E
	Excellent organisational skills	E
	A proven ability to work flexibly under pressure, prioritise effectively and meet deadlines	E
	Excellent written and oral communication skills	E
	Excellent interpersonal skills, and the ability to communicate effectively with pupils	E
	Good time-management, with the ability to work well under pressure and prioritise effectively	E
	The ability to work on initiative and approach tasks proactively	E
	A commitment to equality, diversity and inclusion	E
	A commitment to the wider school life, and the willingness to engage in a range of extra-curricular activities	E
	Self-motivation, with a 'can do' approach to problem solving	E
	A commitment to safeguarding and the promotion of the welfare of children and young people	E
	A willingness to undergo all appropriate checks, including enhanced DBS checks	E
	A willingness to undertake further training	E
A willingness to demonstrate commitment to the Future Academies values and behaviours	E	

Safer Recruitment at Future Academies

Future Academies is committed to safeguarding and promoting the welfare of children and young people. We undertake very thorough checks to ensure that we meet our obligations to protect the children attending our schools. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced DBS and barred list check. We also ensure teaching staff are not subject to a prohibition order or an interim prohibition order.

1. Candidates should be aware that all posts at Future Academies involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All members of staff will have access to the DfE Keeping Children Safe in Education guidance, September 2019, and will be expected to read and comply with this guidance.
2. Longlisted candidates will be required to complete a Disclosure of Criminal Record form and bring the completed form to interview. If the job involves contact with children up to the age of 8, you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired). They will also be asked whether you have been the subject of any child protection allegations or concerns and, if so, to provide details the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done so in the past, this previous employer will be asked about these issues.
4. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Independent Safeguarding Authority.

Invitation to Interview – please bring with you:

- A completed Disclosure of Criminal Record, or Disqualification Declaration form in a sealed envelope. This form will be sent to candidates invited to interview.
- Documentary evidence of identity that will satisfy DBS requirements, such as a current UK photo-card driving license and/or a current passport and/or a full birth certificate.
- Documentary proof of address (i.e. a utility bill, financial statement etc.).
- Any documentation evidencing a change of name, where appropriate.
- Original certificates confirming any educational or professional qualifications that are necessary or relevant for the post.
- Evidence that you have the right to work in the UK.

Please note that originals of the above are necessary. Photocopies are not sufficient.

Candidates will be asked to account for any gaps in their employment history and to address any discrepancies or anomalies in their application form. We will require information in accordance with statutory guidance for anyone who has worked, or been resident overseas, in the previous five years.

We will seek references on longlisted candidates and may approach previous employers for information to verify particular experience or qualifications prior to interview.