**EXTRA TUITION TEACHER**

JOB DESCRIPTION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties shall be deemed to be included in the professional duties which you may be required to perform:

# Teaching

1. Planning and preparing courses and lessons in conjunction with the lead teacher.

2. Teaching, according to their educational need, the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils.

3. Assessing, recording and reporting on the development, progress and attainment of pupils.

# Other activities

4. Promoting the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to you.

5. Providing guidance and advice to pupils on educational and social matters.

6. Making records and reports on the personal and social needs of the pupils.

7. Communicating and consulting with the parents of pupils as necessary.

# Assessment and reports

8. Providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils.

# Appraisal

9. Participating in any arrangements that may be made for teacher appraisal.

# Further training and development

10. Reviewing from time to time your methods of teaching and programme of work.

11. Participating in arrangements for your professional development, as necessary.

12. Undertaking such training as may be reasonably required by the School to enable you to adapt to the changing requirements of the School and your role or as may be necessary to fulfil the School's statutory or regulatory obligations.

# Educational methods

13. Advising and co-operating with the Headmistress and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.

# Child protection, discipline, health and safety

14. Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact.

15. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

# Public examinations

16. Participating in arrangements for preparing pupils for public examinations and providing practice assessments.

# Administration

17. Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials.

18. Registering the attendance of pupils and supervising pupils during sessions.

# Flexibility

19. You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

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|  | Essential | Desirable | Method of assessment |
|  | These are qualities without which the Applicant could not be appointed | These are extra qualities which can be used to choose between the applicants who meet all the essential criteria. |  |
| Qualifications | * A good standard of education at degree level or above. * Qualified Teacher Status. * Commitment to continued professional development (CPD). |  | * Review and verification of the applicant’s certificates. * Discussion at interview. |
| Experience | * Excellent subject knowledge. * Experience of teaching academically ambitious lessons. * Excellent inspirational teacher. * Proven track record of teaching English or Mathematics at KS2. | * Experience of teaching children in an independent school. * Experience of preparing children for 11+ examinations. | * Content of the application form. * Interview. * Professional references. * Lesson observation. |
| Skills | * Written/oral communication, dealing with parents, team working skills etc. * Experience of effective marking of pupils’ work and adapting planning in response to work completed. * Ability to make effective use of assessment for learning strategies. * Integrity, judgement, tact, discretion, diplomacy and loyalty (to the school, the Headmistress and the Extra Tuition team) * Proven ability to work as part of a team. * High level organisational and time-keeping skills. * Resilience, patience and determination. * Excellent classroom and behaviour management skills. * Establish and develop positive relationships with parents. |  | * Content of application form. * Interview. * Professional references. * Lesson observation. |
| Knowledge | * National Curriculum for English and Mathematics at KS2. * The monitoring, assessment, recording and reporting of pupils’ progress. * Awareness of new and current teaching initiatives. | 11+ process in Birmingham. | * Content of the application form * Interview * Professional references * Lesson observation |
| Personal competencies and qualities | * A confident team player who can motivate and inspire pupils. * Excellent written and verbal communication skills with colleagues and parents. * Motivation to work with young people. * Energy, enthusiasm and sense of humour. * Demonstrate initiative. |  | * Content of the application form * Interview * Professional references * Lesson observation |

***Candidates should ensure that they address all the above criteria in their application form, referring, where appropriate to actual experience. In addition, the interview will explore issues relating to safeguarding and promoting the welfare of children.***