

Teacher – Job Description: English Tutor/Teacher

Responsibilities

The responsibilities outlined in this job description may be modified by the Director or Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Planning and delivering the curriculum

- Plan teaching and activity programmes for students according to their educational needs on a weekly and termly basis in accordance with In Toto Ed policies and schemes of work and within the agreed demands of the curriculum.
- Plan differentiation within activities so that all students are able develop their full potential using a variety of media and ICT.
- Plan for the progression of students learning within and between activities.
- Communicate clear expectations for behaviour and maintain good order in the classroom and around the building with due regard to the In Toto Ed's policy on behaviour.
- Set clear targets based on prior attainments for students' learning.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- Monitor, assess and report to parents and carers on a regular basis on children's progress.
- Write annual reports and complete half-termly grade cards.
- Attend Parents' Evening
- Contribute to the wider school community through the Enrichment Programme
- Follow the In Toto Ed's child protection policies and procedures.
- Tutoring Post 16 English Functional Skills, Essential English for Everyday Life and, possibly, GCSE.

Administration

- Mark attendance registers accurately and in a timely fashion.
- Read and comply with all the policy documents.
- Organise the classroom environment including the use and storage of books, equipment and other teaching materials within the classroom.
- Good timekeeping to ensure that all the students are prepared and ready to start all lessons, especially those given by visiting specialists, at the right time and on the right day.
- Supervise the work of Support Workers / Teaching Assistants including helping them to plan work, gather evidence and write observations.
- Establish appropriate links with the local community including industry to prepare students for the opportunities, responsibilities and experiences of adult life and learning and support any current project work.
- Play a part in the whole In Toto Ed team.
- Take responsibility for one subject area of the curriculum, keeping up

to date with developments, attending seminars as required and briefing teaching staff at staff meetings.

- Safeguard the health and safety of yourself and others in accordance with the In Toto Ed's Health and Safety Policy.
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the In Toto Ed as a whole.
- Promote equal opportunities within the In Toto Ed and seek to ensure the implementation of the In Toto Ed's equal opportunities policy.
- Organise the induction of students, including a programme of visits for parents and students to In Toto Ed.
- Undertake pastoral and administrative duties and general responsibilities as agreed with the Head of School and Director.
- Participate in the performance management system for the appraisal of your own performance, or that of other teachers/support staff.
- Help to maintain a tidy, organised and welcoming environment throughout In Toto Ed.

Department

- Carry out any reasonable subject-related duties assigned to them
- Attend department meetings and moderation meetings
- Contribute to the Department's devising and writing of new subject materials when required.
- Endeavour to follow closely, the guidance and Schemes of Work provided.
- Where necessary write schemes of work and develop resources.

Pastoral

- Ensure that they are familiar with the school's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- Be prepared to undertake the pastoral role of a form tutor.
- Manage student behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of School punctually and efficiently.
- Attend staff meetings, parents' evenings, Inset sessions and similar important functions both in and out of normal school hours
- Notify their Head of School as early as possible if they are going to be absent from School and set appropriate work.
- Take part in the school's performance management scheme and appraisal

Safeguarding:

The postholder will be required to:

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training. Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with.

Essential Requirements

- Relevant experience and competence in work preparation.
- Teaching/tutoring experience: Within this role you will be initially delivering the NCFE Functional Skills and Essential English in Everyday Life qualifications, but other delivery of qualifications may arise throughout the academic year.
- Must hold a relevant subject specific qualification, to allow you to deliver from a qualification suite.
- Experience of assessing qualifications.
- Demonstrate effective planning/organisational skills.
- **Preferable: Qualified teacher status**