

## Itchingfield Primary School

### Job Description

<b>JOB TITLE:</b>	One-to-One Tutor (QTS)
<b>GRADE:</b>	£20.09 per hour
<b>RESPONSIBLE TO:</b>	Headteacher
<b>MAIN PURPOSE OF THE JOB:</b>	To deliver one to one tuition through organising and supporting the learning of identified pupils in order to raise their levels of attainment in English and/or Mathematics. To lead on improving rates of progression for identified pupils by liaising with the key stakeholders about the learning.
<b>Hours</b>	1.5 hours per day

### KEY TASKS

1. To be familiar with Guidance for Tutors and any other supporting information.
2. Meet with the class teacher before tutoring, to identify areas for development and support, and plan the pupil's personalised learning programme and agree outcomes using an Individual Tutoring Plan (ITP).
3. Meet with class teacher, pupil and parents to establish a relationship and understanding of learning needs before tutoring begins and agree time and location of tutoring
4. Provide 10 hours of tailored tutoring sessions with the pupil and 2 hours of liaison and planning time with the class teacher, as required.
5. Liaise with the class teacher during the tuition.
6. Liaise with parents during tuition.
7. Provide feedback to class teacher to review progress / ITP at the end of the tuition period and use APP to agree next steps (within 2 weeks of completing tutoring)
8. Participate in training, as required
9. Liaise, as required, with a range of contacts, to include:
  - Headteacher
  - Class teacher and/or subject leader
  - Parents / carers
  - Pupils
10. Maintain strict confidentiality in relation to the performance of children.

11. Undertake any other tasks commensurate with the grading of the post

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.