

JOB TITLE	Intervention Tutor (Fixed Term) – English
GRADE	Unqualified 2 £20,532 per annum pro rata. Salary: £15,399.00 approx. for 1.12.22 – 31.08.23
HOURS	6.5 per day – term time plus Teacher Training days where applicable

The Westwood Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect our staff and volunteers to share this commitment.

Job Purpose

Under the general guidance and supervision of the Assistant Head Teacher responsible for Intervention

1. The post holder will motivate and support pupils who are underachieving in English to reach their target attainment levels by providing a well-structured and tailored learning environment, with the aim of raising pupil attainment in English across KS3 and KS4.
2. To provide a complementary service to that provided by teachers and other pastoral and welfare staff in order to address the needs of pupils (all Key Stages where appropriate), who need help and support to overcome barriers to learning, both inside and outside school to achieve their full potential.
3. To contribute to raising standards of attainment,

Duties and Responsibilities

1. To lead 1:3 or small group sessions for pupils in English.
2. To plan and prepare intervention sessions
3. To mark and assess pupils' work
4. To monitor and review the progress of pupils to show impact of the interventions used and feedback progress to the head of department.

5. To keep accurate records of the pupils you support and provide regular updates on their progress to the Subject Leader.
6. To attend departmental meetings
7. Develop positive one to one teaching and mentoring relationships with pupils identified as needing intervention support.
8. To work directly with, plan & monitor, assess and review small groups of pupils, to include withdrawal groups.
9. Work collaboratively with teachers, pastoral, inclusion and safeguarding and other agencies as required to identify pupils with barriers to learning and at risk of disaffection in order to ensure that they receive support.
10. Devise, implement and evaluate individual pupil learning programmes for pupils identified as needing support, working with teachers and other staff.
11. Adapt taught content and teaching style to ensure the most effective results are achieved.
12. Establish good relationships and work closely with other staff who may also be involved in supporting a targeted pupil.
13. Encourage positive attitudes to pupils receiving support and a shared understanding of their needs within the School.
14. Liaise and meet regularly with designated senior manager, to report and discuss progress and activity for supported pupils and to take appropriate action as agreed.
15. Support the school's monitoring and evaluation procedures with regard to supported pupils, liaising with appropriate staff as required

Any other duties and responsibilities within the range for the salary grade.

Person Specification	Job Requirements
Knowledge:	<ul style="list-style-type: none"> ✦ An understanding of tutoring and mentoring relationships with secondary age children ✦ A working recent knowledge of national curriculum and other relevant learning programmes pertinent to the job role ✦ Subject knowledge in a specific area – Maths ✦ A working knowledge of literacy and/or numeracy strategies ✦ Be flexible and committed to delivering engaging and challenging programmes of learning
Skills and Abilities:	<ul style="list-style-type: none"> ✦ To devise and implement programmes of study for individual pupils or small groups ✦ Very good verbal and written communication skills in face to face situations and group work, the production of accurate records. ✦ To engage constructively with, and relate to, a range of young people who may be disaffected from school or disengaged from the learning process, and with their families and carers (when and if required). ✦ To work with subject lead to identify and set targets for the learning development of individual pupils ✦ To work effectively with teachers and senior managers within the school ✦ To develop productive and supportive relationships with young people ✦ Good IT skills including the ability to utilise word processing, power point outlook, the Internet, the school IT system and other packages as appropriate ✦ To work independently with minimum supervision but also as part of a team ✦ To evaluate own learning needs ✦ To prioritise own workload and meet deadlines/targets as necessary ✦ Presentation skills and the ability to support the delivery of strategy
Experience:	<ul style="list-style-type: none"> ✦ Some recent educational experience – gained ideally in a secondary setting ✦ Minimum of 6 months working as a Tutor or equivalent experience in a related area or job role, such as teaching assistant, learning mentor, ESOL Tutor etc ✦ Evidence of supporting Literacy and/or Numeracy provision ✦ Individual support for children and young people
Educational:	<ul style="list-style-type: none"> ✦ A relevant qualification in working with children at GCSE A level or above or evidence of equivalent experience in a professional environment ✦ Evidence of training and development undertaken with regard to the role of Intervention Tutor
Special Requirements:	<ul style="list-style-type: none"> ✦ 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. ✦ This post is exempt from the provisions of the Rehabilitation Offenders Act 1974. An enhanced DBS check will be required prior to appointment. ✦ You will be asked to provide the following: Proof of identity Legal Right to work in the UK Undertake an Enhanced DBS disclosure References and employment and/or educational history

	<p>Qualifications where appropriate to post</p> <p>✦ The Westwood Academy is a No Smoking Establishment</p>
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November 2022