



JOB DESCRIPTION CATCH UP TUTORS

Organisational information:

Responsible to: Subject Leaders
Functional links: Identified pupils; SENCO

Main Purpose of the Role:

Main responsibility: Deliver a programme of one to one or small group lessons to support students who have fallen behind in lock down to develop their knowledge and understanding

Main Duties and Responsibilities

1. Teach the programme developed by JM staff and adapt it to the needs of individual students to increase their knowledge stored in long term memory, develop their understanding and address misconceptions
2. Set high expectations of behaviour, work rate and effort and report to your line manager where these expectations are not met
3. Give continuous and constructive feedback to students to help them develop their knowledge, understanding and confidence
4. Give clear and regular feedback to the student's class teacher via the progress proforma and face to face meetings
5. Participate in training led by JM staff on effectively teaching the catch up programme and on safeguarding
6. Uphold the JM staff code of conduct and report any safeguarding or other concerns using My Concern

This job description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

General information:

The post holder will be required to comply with School policies and procedures. Employees have a duty to safeguard and promote the welfare of children and young people. It is an essential requirement that employees are aware of the School Safeguarding policies and procedures and attend relevant training.

Other information:

Any appointment is subject to Enhanced DBS clearance, medical clearance and satisfactory references.

Remuneration:

Casual contract paid for hours worked on John Masfield salary scale range 2 – 6 £9.25 -£13.21 per hour plus 12% holiday pay, monthly in arrears.