**The Bourne Academy** **Job Description**

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The Bourne Academy Hadow Road Bournemouth bh10 5hs |

TUTOR Job description 2020

Finola Gilson

**Title of Post: Tutor**

Salary: £25.00 per hour

Hours: flexible hours available and up to 37 hours per week

Disclosure Level: Enhanced

Accountable to: Principal

Line Managed by: Director of Subject Area

**Main Purpose:**

* To raise Attainment and Achievement of all students through the subject
* To facilitate and encourage a learning experience that provides students with the opportunity to achieve their individual potential
* To monitor and support the overall progress and development of students as a tutor
* To share in the Academy’s vision, values and ethos.

**Key Accountabilities:**

You are responsible to the Principal, through your line manager, for:

* Familiarity with and adherence to Academy policies, including Safeguarding, Diversity, Curriculum, Teaching & Learning and Discipline Policies
* Use of prior attainment and targets for planning for each student for which you are responsible, and the ongoing recording of performance against these measures
* The effective teaching, setting, assessment and marking of appropriate classwork
* Clear, accurate and informative reporting to parents/carers, whether oral or written, on students’ progress as directed by your Subject Leader
* The proper preparation of students, including revision advice, for internal and external examinations
* Timely liaison with appropriate staff to address concerns re individual student progress
* The planning and delivery of personalised learning to challenge your students
* Detailed knowledge of specific learning needs for students, including those *EHCP’s*

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually as part of the Performance Management process and it may be subject to modification or amendment at any time, after consultation with the holder of the post in order to reflect changes in organisational requirements and to ensure that the future goals of The Bourne Academy are successfully achieved.

**The Bourne Academy is committed to developing the skills of all members of its learning community. If you have any query about your own personal development, please speak to your line manager.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_