



Information Pack

Secondary Tutor Fellow

JOB DESCRIPTION

Tutor Fellow, Secondary Phase

Reports to:	SENCO
Start date:	September 2018
Salary:	£18,000
Contract type:	Full-time
Closing date:	28th September

The Role

The Tutor Fellow is an important member of the team working to support all of our pupils to excel. The successful candidate will work with pupils inside and outside the classroom, supporting in a range of subjects and to access a rich extra-curricular offering.

The role is designed to support those considering teacher training and the school has a strong track record of candidates moving into the prestigious Ark Teacher Training programme and training with us here at Reach.

Key responsibilities

- ⇒ Works in partnership with teachers to deliver high quality learning experiences to pupils within the classroom;
- ⇒ Works alongside teachers to design learning experiences for pupils outside the classroom, both 1:1 and in small groups, that support their progress.
- ⇒ Plays a role in assessing pupils progress across lessons and learning activities;
- ⇒ Takes responsibility for planning specific learning activities for individuals and groups of pupils taking a different path towards specific objectives;
- ⇒ Communicates effectively with parents, ensuring that parents are informed and able to support their children's learning;
- ⇒ Takes responsibility for own professional development, identifying areas for development and proactively seeking opportunities to grow;
- ⇒ Coaches pupils to support their social, emotional and academic development;
- ⇒ Supervises pupils at break-time, lunch-time and during some learning activities;
- ⇒ Assists with administrative duties;
- ⇒ Follow all school policies, including all those related to safeguarding and pupil safety; and

Other

- ⇒ Undertake other various responsibilities as directed by the Academy Leadership Team.

PERSON SPECIFICATION

Qualifications

- ⇒ Qualified to degree level and above preferred;

Experience

- ⇒ Experience of working with young people; and
- ⇒ Experience of working with pupils with Special Educational Needs preferred.

Skills and Attributes

- ⇒ Interest in pursuing teacher training;
- ⇒ Excellent communication, interpersonal and organisational skills
- ⇒ Excellent literacy and numeracy skills;
- ⇒ Ability to build strong relationships with pupils and adults;
- ⇒ Knowledge of a range of strategies to manage pupils' learning effectively.
- ⇒ To be able to keep accurate records;
- ⇒ To be reflective, able to take on board and incorporate feedback;
- ⇒ Confidence to lead lessons in at least one curriculum area;
- ⇒ To be able to break down learning in manageable chunks for pupils; and
- ⇒ Desire to learn and grow in an entrepreneurial environment.



Safer recruitment process

Reach Academy is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred. **Short listing** Short listing will occur after 28th September with interviews taking place in the following 2 week period. **Interview** Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process. **Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, possibly before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. **Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils. **Equal Opportunities** Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.

If you require assistance in reading this information or in completing the application form, please contact recruitment@reachacademy.org.uk.