

The Coombes CE Primary School In School Tutor - Learning Support Assistant

In School Tutor - Learning Support Assistant Job Description

Organisation(s): The Coombes CE Primary School

Contract: Fixed Term

Responsible to: Headteacher

Responsible for: Providing School Led Tuition

Main Purpose of Job:

- To improve the achievement and attainment of pupils at The Coombes CE Primary School

Tutor Responsibilities:

- Plan personalised intervention sessions with students so that they are able to catch-up on lost learning
- Deliver tutoring sessions to small groups of students
- Maintain high standards of learning and pupil conduct
- Assess and evaluate the progress of students being tutored
- Maintain and develop the ethos, values and overall purpose of the school
- Implement school policies and procedures
- Communicate politely, effectively and appropriately with all stakeholders

Specific Responsibilities:

- Ensure all sessions, in partnership with teachers, are planned, prepared and delivered to cater for students of all abilities and backgrounds whilst ensuring individual pupil progress
- Employ a variety of teaching methods appropriate to the age and ability of each individual pupil to promote a love of learning and children's intellectual curiosity
- Research the relevant subject material, and utilise a range of teaching methods in line with currently acknowledged best practice
- Be accountable for pupils' attainment, progress and outcomes
- Use relevant data to monitor progress, set targets and plan subsequent sessions
- Seek advice and identify appropriate syllabi, materials and schemes of work, which engage, stimulate and challenge pupils of all abilities
- Reflect systematically on the effectiveness of sessions and approaches to teaching
- Attend necessary training to ensure further professional development
- If appropriate, set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- Keep appropriate records and complete assessments and profiles of pupils including knowledge of any special educational needs that a student may have
- Communicate effectively with parents with regard to pupils' achievements and progress
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Attend and participate actively in meetings with colleagues and parents as necessary
- Assist in seeking ways of deploying resources to the maximum benefit of the students

General Information:

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of similar level of responsibility.

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Trust policies are met in respect of information held on the Trust's computerised systems.

The Keys Academy Trust is committed to equality of opportunity. All staff are required to comply with current legislation, Trust policies and good practice guidance.

This job description should be read in conjunction with the Staff Induction Policy, Staff Handbook and Code of Conduct.

Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the Trust on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare.

All staff are required to undertake child safeguarding training, adhering to policies and established practices. This post is subject to an enhanced disclosure.