

JOB DESCRIPTION

Post title: Intervention Tutor
Academy: Excelsior Academy
Salary/Pay range: Mainscale (M1 – M6)
Hours of work: Fixed Term until 31st August 2022

Purpose of the post

To raise standards of attainment and achievement for selected students at Excelsior Academy by providing high quality delivery of intervention and support and guidance to all students in their care, through fully utilising their skills, talents, knowledge and expertise.

To positively contribute to carrying out the duties of an intervention tutor by setting a positive example in their own professional behaviour.

Main Duties and Responsibilities

- To plan, prepare and deliver intervention programmes to individuals and small groups of students, ensuring that identified learning deficits are addressed during the course of the intervention.
- Working to the direction of a curriculum leader, prepare relevant and appropriate learning experiences for the targeted students.
- Discuss reasons for underperformance with students, and explain strategies to tackle weaknesses.
- Deliver agreed intervention material in a manner prescribed by the academy leader responsible for managing the intervention, reporting student progress as required.
- Maintain a log of students who undertake intervention and comply with agreed recording and reporting procedures.
- Ensure students remain focused upon the expected outcome of the intervention activity and make effective use of the time allocated.
- Ensure the intervention activity is precisely focussed upon the needs of students and therefore students make progress towards targets set; and momentum and challenge are maintained.
- To attend department meetings as required.
- To work with other professionals such as Learning Managers and Teaching Assistants to support students.
- Where appropriate, assist in the development of appropriate lesson plans, resources, schemes of work and teaching strategies focusing upon the intervention focus (e.g. literacy/ numeracy or development examination course catch up).
- To report on the progress of individual students, achievement and attendance following academy process and procedure.
- To take part in the academy's staff development programme by participating in arrangements for further training and professional development as required.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- Any other duties as may reasonably be requested by your line manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Teaching and Managing Pupil Learning

- Using teaching methods which keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Ensuring delivery encourages and develops pupil talk and builds confidence, resilience and independence by setting clear targets for students' learning, building on prior attainment and considering each pupil as an individual and taking into account their social, emotional and mental health needs.
- Setting high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused sessions and through positive and productive relationships acting to pre-empt and deal with inappropriate behaviour in the context of the behaviour policy of the Academy.
- Follow Academy behaviour policies and seek assistance where necessary, ensure appropriate colleagues are kept informed of any difficulties
- Ensure intervention activity supports classroom teaching and that close liaison with classroom teachers is maintained.

Monitoring and Assessing Pupil Progress

- Marking and monitoring students' work providing constructive oral and written feedback, setting targets for students' progress.
- Assessing how well learning objectives have been achieved and use this assessment for future teaching.
- Maintaining full records of attendance, homework and progress.
- Overseeing the pastoral needs of all students taught and passing on any concerns to the appropriate member of staff.

Resources

- Selecting and making good use of learning resources to enable teaching objectives to be met.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- Ensuring that Health and Safety policies and practices, including Risk Assessments, throughout your lessons are in-line with national requirements.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2021 where required.
- To comply with the Trust's Child Safeguarding Procedures including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Trust policies and procedures at all times.