



Job Description

Job Title:	1:1 Tutor - Science
Location:	Unity City Academy
Hours of work:	Casual - zero hour contract
Reports to:	Head of Subject

Purpose of the Role:

To work with KS4 students primarily on a one-to-one or small group basis in order to improve their understanding of the science curriculum and increase student outcomes in this subject

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities

Curriculum / Teaching

- To prepare and teach small group/1-2-1 lessons in accordance with statutory requirements, aims and objectives, academy policies and departmental schemes of work.
- To use a range of teaching and learning strategies and resources so that individual students have access to the curriculum.
- To take reasonable care of departmental resources and to account for any equipment used.

Students

- To support the academy policy on behaviour, discipline and student welfare in the classroom. To communicate problems of a pastoral nature to the HOD in the first instance.
- To ensure that students use equipment safely.
- To display students' work and maintain a tidy, safe and stimulating working environment.
- To liaise with the SENDCO and the HOD over students with special educational needs and to modify teaching accordingly.
- To keep a record of student attendance at, and punctuality to, lessons and report any notable observations to the HOD.
- To set and maintain high standards of student work in the classroom

Assessment

- To assess students' work in accordance with statutory requirements, and academy and department policies. To maintain a record of students' attainments. To use assessments to diagnose individual strengths and weaknesses and to plan subsequent teaching accordingly.
- To assist the Head of Subject in setting and marking internal examinations.
- To ensure that external examination requirements are satisfied.
- To recommend individual students for particular examination courses.



Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment/ Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> Degree in a relevant discipline Evidence of continuing and recent professional development 	<ul style="list-style-type: none">
Knowledge/Experience	Specific knowledge/experience required for the role	<p>Organisation & Planning</p> <ul style="list-style-type: none"> Experience of managing a heavy workload and conflicting priorities Experience of planning lessons effectively, setting appropriate and challenging expectations for students' learning <p>Problem Solving</p> <ul style="list-style-type: none"> Experience of resolving problems independently <p>People</p> <ul style="list-style-type: none"> Experience of building and maintaining effective relationships with others and negotiating effectively Experience of working effectively as part of a team 	<ul style="list-style-type: none"> Knowledge of National Curriculum and GCSE requirements Experience of marking and monitoring students' work, providing constructive oral and written feedback to students and parents Experience of motivating & inspiring students and dealing sensitively with pastoral issues
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none">
	Forward and strategic planning	<ul style="list-style-type: none"> Lesson planning 	<ul style="list-style-type: none">
	Abilities	<ul style="list-style-type: none"> Excellent communication skills with the ability to communicate logically, concisely and persuasively to a variety of audiences, 	<ul style="list-style-type: none">



		<p>both orally and in writing</p> <ul style="list-style-type: none"> • Excellent IT Skills • Ability to stay calm under pressure 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Resilience • Student focused • Demonstrate a commitment to equality • Takes responsibility and accountability • Commitment to Academy aims, ethos & vision • Commitment to own professional development 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Show a commitment to promoting the welfare and safeguarding of children and young people • Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff 	

