



## English Intervention Tutor

<b>Reporting to:</b>	Deputy Head of English
<b>Working Hours:</b>	Part time hours to be agreed on appointment (Minimum 0.6 FTE)
<b>Salary:</b>	Point 23 £30,717 – Point 28 £35,496
<b>Position Code:</b>	PC A1
<b>Annual Leave:</b>	37 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas (pro rata)

### Job Purpose

To teach and assess students in small group tuition sessions. To deliver highly effective teaching, learning and assessment. Support students to maximise their potential and to make positive progress towards their timely success and future study and employment.

### Duties and Responsibilities of the Job

#### 1. Main Duties

a. Support student in class building rapport and identifying those who would benefit from a 6-week intervention programme
b. Work closely with lecturers to identify students and identify gaps in learning
c. Organise a convenient time to meet with student in small group sessions
d. Plan and deliver small group, weekly inspirational lessons to help your students achieve their next best grade
e. Carry out assessments as directed, maintain assessment records with dates met on overall tracking document and provide feedback to students.
f. Send emails to advertise the programme and organise times to meet with student/s
g. Maintain own registers for all classes, reporting absences to the appropriate programme tutor and contribute to schemes of work, records of work and assessment programmes.
h. Participate as a member of the English team in providing cover for classes as required.
i. Support team with marking and internal invigilation

- |   |
|---|
| j. Work together in your team to allocate student intervention slots, based on availability |
| k. Discuss progress with parents/carers where required                                      |

## 2. Quality Improvement

- |   |
|---|
| a. Attend team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.                                    |
| b. Support students to participate in student forums and surveys and collate programme(s) 'student voice' feedback to support action planning for continuous improvement. |
| c. Ensure and maintain standards and quality by engaging with and using the college quality systems.  |
| d. Contribute to the evaluation of TLA procedures to enhance the student experience and support Continuous Professional Development (CPD).                                |
| e. Support the tutors with ensuring teaching and related files are complete and up to date.   |
| f. Support the tutors with awarding organisation external quality processes with guidance from Manager.   |
| g. Contribute to the Programme Team Review, including a Quality Improvement Plan for the programme(s) allocated.  |
| h. Contribute to the programme development by providing subject specialist information.   |

## 3. Continuous Professional Development

- |  |
|--|
| a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience.                                   |
| c. Complete all mandatory training as required in line with college expectations.  |

## 4. Other Responsibilities and Duties

- |  |
|--|
| a. Participate and contribute to activities involving the recruitment and selection of students and marketing and promotional activities on behalf of the College.       |
| b. Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events.   |
| c. Contribute to and support delivery of the college strategic plan.   |
| d. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics. |
| e. Ensure all safeguarding policies and procedures are followed.   |

f. Any other duties connected with the post as are reasonably required from time to time.
---

### Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

<b>Essential criteria for the post</b>
Hold a vocational specific qualification at level 3 or above in English
Show evidence of or potential to teach small groups to a consistently good or better standard.
Have organisational skills including excellent time management skills
Be able to support and guide individuals as required
Be able to use initiative and work to a high level of autonomy
Recognise and be prepared to work within a changing environment
Be able to keep to deadlines
<b>Desirable criteria</b>
Be willing to undertake training and academic qualifications
Knowledge of awarding body assessments for learners
Experience of working within an educational environment

### CONDITIONS OF EMPLOYMENT

#### Teaching

This is an instructor post which will have a designated teaching load. For new entrants into the position a phased approach will be adopted to support the tutor into this role. This will include shadowing with a designated mentor with support from the TLA team.

#### Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

#### Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 37 working days, 8 bank holidays (pro rata) and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

#### Continuous Professional Development (CPD)

Date issued...

JD category .....

Agreed by .....

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

### **Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

### **Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.