

## Job Description

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Establishment: Beverley Grammar School

Post Title: One to One Tutor

To co-ordinate and provide individual tuition to lead to improved rates of progression for identified pupil(s) on a one-to-one basis in English and/or Mathematics. To devise Individual Learning Agreements in liaison with the class teacher and take responsibility for the review and upkeep of all records relating to one-to-one tuition.

1.	To provide the highest possible quality of tuition in English or Maths to identified students.
2.	To meet with the Head of Department before the tuition begins to identify curricula targets for the tuition, plan the personalised learning programme and agree success criteria using the Individual Tutoring Plan (ITP).
3.	To meet the class teacher, pupil and parents before tutoring begins to confirm the time and location of the tutoring.
4.	To provide tutoring sessions with identified pupils focusing on the agreed targets.
5.	To liaise with parents during the tuition period through the Pupil Passport.
6.	To provide feedback to the class teacher to review progress based on the ITP identifying next steps to inform quality first teaching (to be completed within 2 weeks of completing tutoring).
7.	To participate in training as appropriate and through negotiation with the headteacher.
8.	You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with.