

# SHOEBURYNESS HIGH SCHOOL

## Job Description

**Post Title:** Graduate Tutor

**Responsible To:** Assistant Head Teacher for Student Wellbeing

### Purpose of the Job

Provide subject tuition to address gaps in students' knowledge and understanding

### Core Responsibility of Job Role:

Using core subject knowledge, plan, teach and evaluate individual students and groups through tuition and delivery of subject specific curriculum.

### Example Duties and Responsibilities

- Plan resources for student tuition
- Work with groups of four to eight students at a time
- Provide one to one tuition as directed appropriate
- Complete records of students attainment and attendance
- Provide after school tuition sessions
- Liaise with Academic Year Leaders to update weekly attendance / achievement
- Attend necessary meetings

### General

- To undertake any training commensurate with the post.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- To be responsible for safeguarding and promoting the welfare of children and young persons for whom the post holder is responsible, or comes into contact with.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

..... Postholder ..... date

..... Line Manager ..... date