



Job Description

Job Title:	Tutor
Location:	Redhill Academy Trust (Various Locations)
Salary:	£30 per hour
Hours of Work:	Negotiable, Term Time Only
Responsible to:	SLT Link
Post Objective:	We are looking to recruit a highly skilled and committed tutor to work with identified students and small groups of learners to help them achieve their academic targets.

Job Purpose

To support students within the subject area through undertaking one or more of the following key responsibilities.

Main Responsibilities

1. Design and deliver teaching materials through use of appropriate teaching, learning and assessment methods.
2. To set appropriate homework tasks and review.
3. Mark and assess work and examinations and provide feedback to students on how to achieve their target grades.
4. Liaise with classroom teachers to ensure tutoring is targeted to areas of need.
5. Provide feedback to Head of Subject and SLT Link on progress of individuals.

Planning and Organising

The postholder will plan and use teaching resources and facilities as appropriate to deliver designated activities. They will co-ordinate with others, for example academic staff in the relevant departments, to ensure that student needs and expectations are met.

Decision Making

The postholder will contribute to the design and delivery of modules or designated teaching within the subject area. They may identify the need for developing the content or structure of modules with academic staff and make proposals on how this should be achieved.

Key Contacts/Communication

To share information with Head of Subject and SLT Link about target groups and individuals.

Knowledge, Skills and Experience

The postholder will typically hold a graduate qualification along with relevant experience in their specialist area. Typically, they will have prior experience of working in a school environment and/or as a personal tutor, but this is not a requirement. The expectation is that tutors will, through discussion with the Department, have an understanding of the Academy's key academic policies and procedures.