



JOB DESCRIPTION	
Authority: Bracknell Forest Borough Council	School: Garth Hill College
Job Title: Catch Up Tutors	Grade: Depending on qualifications and experience
Hours:	
Job Purpose: These posts are designed to support under achieving pupils attain improved outcomes in numeracy and literacy, primarily for years 7 and 8 but there is also a requirement for similar interventions in all year groups	

Main Duties and responsibilities

- Understand the sequence of teaching and learning in the subject, and communicate such information to pupils.
- Choose appropriate teaching and learning methods to meet the needs of the subject and of different pupils.
- Provide high quality teaching usually in small groups, ensuring the effective use of resources and improved standards of learning and achievement for pupils.
- Reporting back to and working closely with the Curriculum Team Leader
- Have a clear understanding of how their subject relates to the curriculum as a whole.
- Registering and recording pupil/student attendance.
- Ensuring a calm and purposeful working atmosphere in the classroom.
- Managing pupil behaviour in the lesson in accordance with college policies.
- Reporting back as appropriate using the College's procedures on the behaviour of pupils during the class, and any other issues arising.
- Dealing with any immediate problems or emergencies according to College policies and procedures
- Ensuring orderly and calm entry to and exit from the classroom

Other duties would include supporting subject departments and teachers by:

- Contributing to the planning and preparation of resources.
- Supporting learning by providing in-class support.

This is not intended to be an exhaustive list of duties but covers any other reasonable requests made by the Principal. The balance of time spent between supervising classes and other duties will depend on need, particularly the level of teacher absence at any time.

All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

To maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with pupils, other staff, parents/carers, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contribute to the safeguarding of learners at all times.

As a college we are committed to the development of staff and we will provide full training and support for the successful candidate.

We believe that we have a welcoming and supportive ethos at Garth Hill College. This post would certainly suit those who enjoy working closely with people and who are keen to make a difference to teaching and learning.

**GARTH HILL COLLEGE
PERSON SPECIFICATION**

Post: Catch Up Tutors in Literary or Numeracy

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> • Excellent literacy/numeracy skills (minimum B grade Maths and English GCSE or equivalent). • Minimum NVQ3 or equivalent qualifications or experience • Evidence of training in the relevant learning strategies – literacy/numeracy 	<ul style="list-style-type: none"> • May have a teaching qualification • Experience in delivering catch-up literacy/numeracy programmes or similar • Have undertaken first aid training
Competence Summary (Knowledge, Abilities, Skills, Experience)	<ul style="list-style-type: none"> • Recent and up to date experience of working with children in a secondary or primary school • Knowledge and understanding of child development, learning, the national curriculum and other basic learning programmes. • Knowledge of relevant policies and legislation. • A caring positive attitude towards child's welfare • Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance. • Able to prepare and display necessary teaching/learning resources and materials. • Able to use ICT to support learning and complete college administrative tasks. • Able to relate to and communicate well with children in small groups, motivate pupils to learn and respond sensitively and flexibly to children's competing demands • Understanding of and commitment to the requirements of safeguarding children and young people. 	<ul style="list-style-type: none"> • Knowledge of pupils with learning and behavioural difficulties. • Desire to work with parents. • Knowledge of outside agencies.
Work-related personal requirements	<ul style="list-style-type: none"> ▪ Is approachable with strong interpersonal skills 	<ul style="list-style-type: none"> ▪ Particular interest in a specific curriculum/pastoral area.

	<ul style="list-style-type: none"> ▪ Demonstrates flexibility ▪ Self motivated with the ability to motivate ▪ Ability to work as part of a team, the wider college and external agencies ▪ Good organisational skills. ▪ Effective report writing ▪ Ability to maintain appropriate records and monitoring • Able to use ICT and school equipment 	
Other Work Requirements	<ul style="list-style-type: none"> ▪ Able to identify own training needs and actively seek learning opportunities and participate in training and development activities. ▪ A satisfactory enhanced Disclosure and Barring Service check 	<ul style="list-style-type: none"> ▪ Some before and/or after school classes may be required i.e. breakfast tutoring or after school tutoring

SIGNATURES:

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date below but may be reviewed and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed:
(Catch Up Tutor)

Dated: