

## Wellspring Academy Trust

**Post Title:** Catch up tutor

**Department:** LKS2

**Reporting to:** Associate Principal /Phase Leader

**Salary within the range:** C1 FTE £22571 - £24920 / Pro Rata £17015.94 - £19056.22

Term-Time including 5 INSET days

**Hours:** 8.30am - 3.30pm, 32.5 Hours Per Week

**Contract:** Fixed term until 31.8.23 in the first instance



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### Purpose of the post

To work under the guidance of teaching/senior staff and within an agreed system of supervision. To implement agreed work programmes with individuals/ groups, in or out of the classroom; this could include detailed and specialist knowledge in particular areas (phonics, reading, writing and maths) and will involve assisting the teacher in the planning and assessment of pupils benefiting from intervention.

The primary focus of the role is to work with pupils across LKS2 (Year 3 and 4) who have been identified as pupils at risk of underachievement throughout KS2. You will maintain good order and keep pupils on task, modelling and guiding identified learning, responding to questions and assisting pupils to undertake set activities.

Under the guidance of staff; provide specialist support in a specific curricula/ resource area, including preparation, and maintenance of resources and support to staff and pupils. Working under guidance; provide support in addressing the needs of pupils who need help to overcome barriers to learning.

### Responsibilities

1. Use specialist (curricular/ learning) skills/ training/ experience to support pupils
2. Assist with the development and implementation of Individual Education/Behaviour/Support plans
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations
4. Promote the inclusion and acceptance of all pupils within the classroom
5. Support pupils consistently whilst recognising and responding to their individual needs
6. Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance
8. Provide feedback to pupils in relation to progress, achievement, behaviour and attendance
9. Provide pastoral support to pupils
10. Participate in comprehensive assessment of pupils to determine those in need of particular help
11. Support provision for pupils with special needs
12. Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance

13. Challenge and motivate pupils, promote and reinforce self-esteem.
14. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
15. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
16. Be responsible for maintaining and updating records, information and data as agreed with the teacher, contributing to reviews of systems/ records as requested and producing analysis and reports as required
17. Undertake marking of pupils' work and accurately record achievement/ progress
18. Promote and ensure health and safety, positive values, attitudes and good pupil behaviour; dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
19. Administer and assess routine tests and invigilate exams/ tests.
20. Establish constructive relationships with parents/ carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
21. Create and maintain a purposeful, orderly and productive working environment
22. Ensure timely and accurate design, preparation and use of specialist equipment/ resources/materials
23. Assist in the development of lesson/ work plans, work sheets etc. to support pupils in their learning
24. Administer and assess routine tests, collating and sharing results with class teachers

### **Standard Duties in all Trust Job Description**

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.
- All Safeguarding and Child Protection Policies and Procedures to be followed accordingly.

### **Method of Working**

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

### **Public Relations**

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

### **DBS Certificate**

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

Wellspring Academy Trust is committed to safeguarding and promoting the wellbeing of all children and expects all staff and volunteers to share this commitment.

Safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. As such it is everyone's responsibility to safeguard children in line with Keeping Children Safe in Education and provide a safe environment in which children can learn.



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## Person Specification



		Essential / Desirable	How Identified
Section	Information		
<b>Education and Training</b>			
	Numeracy/Literacy Skills	E	A/I
	2 GCSEs at grade A-C in English and Maths or equivalent	E	A/I
	Level 3 certificate or equivalent	E	A/I
	Training in relevant strategies (literacy, curriculum/learning areas – sign language, Dyslexia, EAL etc)	E	A/I
	First Aid	D	A/I
<b>Experience</b>			
	Recent relevant experience	E	A/I
	Experience working with children of relevant age	E	A/I
	Experience in specific area in a learning environment	E	A/I
	Experience of working with pupils with additional needs	E	A/I
	Supervisory Experience	D	A/I
<b>General and Specialist Knowledge</b>			
	Effective use of ICT and other specialist equipment/resources	E	A/I
	Use of other equipment technology – SMART boards, photocopiers	E	A/I
	Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	E	A/I
	Understanding of principles of child development and learning processes	E	A/I
<b>Skills and Abilities</b>			
	Ability to self-evaluate learning needs and actively seek learning opportunities	E	A/I
	Ability to relate well to children and adults. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	A/I
	Relevant first aid knowledge	D	A/I
	Understanding of principles of child development and learning processes; in particular, barriers to learning		A/I
	Ability to plan effective actions for pupils at risk of underachieving	E	A/I
<b>Additional Requirements</b>			

	<b>Operate with the highest standards of personal/professional conduct and integrity</b>	<b>E</b>	<b>A/I</b>
	<b>Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.</b>	<b>E</b>	<b>A/I</b>
	<b>Willing to undertake training and continuous professional development in connection with the post.</b>	<b>E</b>	<b>A/I</b>
	<b>Work in accordance with the Trust's values and behaviours.</b>	<b>E</b>	<b>A/I</b>
	<b>Able to undertake any travel in connection with the post.</b>	<b>E</b>	<b>A/I</b>
	<b>Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude</b>	<b>E</b>	<b>A/I</b>
	<b>Satisfactory DBS disclosure to work in an environment dealing with young people</b>	<b>E</b>	<b>A/I</b>
	<b>Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults</b>	<b>E</b>	<b>A/I</b>
	<b>A commitment to safeguarding and promoting welfare for all</b>	<b>E</b>	<b>A/I</b>