

THE HELIX EDUCATION CENTRE

Job Description

HOME TUTORING TEACHER

Reporting To: Headteacher

Principal Accountabilities

1. Teach individuals or small groups in KS1-KS4 who are receiving education other than at school according to current legislation. This will be delivered at the students' home or in other suitable locations such as a library
2. Work at various locations throughout the Borough according to requirement.
3. Develop a suitable curriculum taking into account the needs of the individual student.
4. Plan and prepare appropriate resources for the students' needs.
5. Take responsibility for the planning and development of suitable resources
6. Work with a range of other professionals to support individual pupils and promote inclusion for all.
7. Ensure good communication with parents/carers and other professionals
8. Ensure consistent and effective liaison with the Home tuition Co-ordinator and each pupil's school if appropriate. Maintain liaison throughout the period of tuition
9. Ensure accurate records of attendance and achievement are kept on each pupil.
10. Send in weekly reports and complete attendance register.
11. Record and report any incident of inappropriate behaviour or concerns of any kind to the Head teacher and/or Designated Safeguarding Lead as felt necessary in accordance with guidelines.
12. Attend meetings where necessary.
13. Take responsibility for your own professional development needs in consultation with the Head teacher.

PERSON SPECIFICATION**POSITION:** Home Tuition Teacher**PAY: £38.55 per hour**

Essential	Desirable
Professional Attributes	
Qualified teacher status	At least 2 years successful teaching
Must have recent, broad experience	Evidence of continuing professional development
An understanding of methods and good practice in reviewing and evaluating teaching & learning	
Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development children	
Strong interpersonal skills and an ability to communicate clearly both orally and in writing	An understanding of national developments in the area of social inclusion
To be resilient	
SKILLS, KNOWLEDGE AND ABILITIES	
Excellent knowledge of the GCSE syllabus and exam requirements	Be able to offer a wider skillset/interests to enrich the curriculum
Excellent knowledge of the Primary Curriculum and SATS requirements	
Working knowledge of MS office applications	
Excellent communication skills	
OTHER:	
Must have own form of transport	
Must have some flexibility	
Available during term time	