



## **Professional Tutor**

***Range of Subjects to include English, Maths, Science, History, Geography***

**Full or Part time**

**1 year fixed term contract**

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**Job posted: 1<sup>st</sup> June 2021**

**Closing Date: 24<sup>th</sup> June 2021**

Dear Prospective Applicant,

Thank you for your interest in applying to be a Professional Tutor at The King's. This is a very important appointment for us to make and an exciting opportunity for the successful applicant to make a significant difference to our pupils.



We are looking to appoint a number of Professional Tutors to work with small groups of pupils from all year groups to reinforce their lockdown learning. The position is a fixed term contract; there is a degree of flexibility as it can either be a part time or full time position. We are looking to cover a range of subjects including English, Mathematics, Science, History, Geography, RE and French and are interested in receiving applications from candidates who can offer at least two subjects from this list.

Two years on since the last Ofsted inspection, the drive to be a brilliant school continues. Several areas of the school were recognised as 'Good' whereas in other areas significant improvement was acknowledged. We are confident now that our school is consistently good and better in all areas however we remain ambitious and confident about the journey to secure a truly outstanding education for all our pupils. One of the major priorities is securing excellent teaching and learning in all subjects and key stages.

You will be joining us at a really exciting time and will be able to make a massive difference. In return for your dedication, commitment and expertise you will benefit from working in a very positive, friendly and welcoming school with a great ethos and a real team approach. Our pupils are extremely welcoming and friendly and thrive on opportunities and good teaching. We are a truly comprehensive school with below average attainment on entry across all year groups but excellent destination data for school leavers including many successful applications, year on year, to Russell Group universities and Oxbridge and a growing number of pupils who take up apprenticeships at all levels. We are fully staffed and have strong and improving leadership in all areas.

At The King's School, staff wellbeing is given a high priority and we regularly review our practices and approaches to make sure that it is fully considered. We work in a close partnership with the Diocese and Local Authority and have benefitted from our growing relationships with them. We also believe in developing our team of staff and have an outward facing approach to professional development and partnerships. We believe that through having the right tools, the right training, hard work and commitment, everyone associated with the school can 'do a better job tomorrow than today' and gain a sense of professional satisfaction in delivering the best possible education for our pupils.

We would love you to come for a visit, however during these unprecedented times it may be difficult. If you would like to talk through the position prior to applying please arrange a phone call with me at the following address: [j.langley@kingswolverhampton.co.uk](mailto:j.langley@kingswolverhampton.co.uk). This is entirely optional. Please contact the Principal's PA, Ms Rae Claramunt, for any questions regarding the application process at the following address: [r.claramunt@kingswolverhampton.co.uk](mailto:r.claramunt@kingswolverhampton.co.uk).

I look forward to hearing from you if you are considering applying, and I sincerely look forward to working with the successful applicant as we continue our school's pathway of improvement.

Yours faithfully,

**Joy Langley**

Interim Principal



## Job Description

<b>Job Title:</b>	Professional Tutor
<b>Responsible to:</b>	<b>Acting Assistant Principal – Learning Standard</b>
<b>Salary:</b>	Unqualified teacher pro rota

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### Job Purpose:

- To contribute to raising standards of student attainment by reinforcing the remote learning.
- To fully support and positively promote the school vision and values.

### Duties and Responsibilities:

- To deliver tuition through organising and supporting the learning of identified students in order to raise their levels of attainment;
- To plan and prepare small group lessons;
- Assist in the development of suitable intervention material;
- Keep a log on students and assist on the recording and reporting of procedures or progress;
- Liaise regularly with the Head of Faculty and class teachers to inform them of progress and provide relevant feedback;
- To comply with the school's Safeguarding Procedures;
- Undertake any other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the Department;
- Monitor the academic progress of pupils and implement appropriate strategies to address underachievement;
- Establish and embed a climate for learning in the classroom that enables all pupils to learn; Follow the school and faculty policies for behaviour for learning;

### Other professional requirements

- Organise and plan own workload
- Undertake relevant training as required
- Operate at all times within the stated policies and practices of the school;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.

To undertake all duties reasonably requested in a manner consistent with the vision and mission of The King's as a Church School. This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Principal may reasonably require.

**Person Specification****Professional Tutor****June 2021**

The following person specification indicates those areas of skills and personal characteristics, qualifications training and experience that are either desirable or essential in the candidates being interviewed



	Essential	Desirable	How this will be assessed
<b>Qualifications and Experience</b>			
Degree in relevant subject	✓		• Application Form • Interview
Experience of tutorage across key stage 3, 4 and 5		✓	
<b>Skills and abilities</b>			
Demonstrate high expectations and set high aspirations for all	✓		
Demonstrate excellent communication skills (verbally and written)	✓		
Able to build and maintain effective relationships through excellent interpersonal skills	✓		
Demonstrate inclusive and restorative approach to education	✓		
Demonstrate restorative approach			
Ability to demonstrate resilience, tenacity and professional integrity	✓		
Ability to manage time effectively	✓		
<b>Personal Qualities</b>			
Professional conduct	✓		• Interview • References
Enthusiastic and positive with a can do innovative approach	✓		
Desire and belief to be better tomorrow than today	✓		
Committed to the school’s church vision and values and willingness to lead and embed the vision within World Faculty	✓		
Practising Christian		✓	

The King's CE School is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.