



Everyone a leader, everyone a learner.



One to One Tutor English and Maths Posts Available

Casual contract, Variable hours
£20 per hour

As soon as possible



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Until 2022



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Wellbeing
Award

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 roydsschool

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Headteacher's Welcome

Our staff team is our greatest asset; I am incredibly proud of them and the impact that they have on our students. Everyone at Royds is a leader and a learner and we value everyone equally, regardless of the role

I would like to thank you for taking the time to read our application pack, we appreciate that applying for jobs is a time-consuming process. Please get in touch if you have any questions.



Recruitment Timeline

Closing Date:

11th January 2021





One to One Tutor Job Description

Post Title:	One to One Tutor (both English and Maths posts available)
Grade:	£20 per hour
Conditions:	Casual contract with variable hours to be agreed between 08.00-16.00 hours (15.00 on a Friday) unless otherwise agreed with the Headteacher.
Accountable to:	Responsible to the Headteacher or nominated member of the Middle Leadership Team

Purpose of the Job

- Deliver English or Maths tuition through organising and supporting the learning of identified students in order to raise their levels of attainment.
- Lead on improving rates of progression for identified students by liaising with the key stakeholders about the learning

Values

Our personnel management systems and recruitment are structured around the school values. We expect everyone in our school to be a leader and a learner; Royds staff must be life long learners who want to lead and learn and model this for our young people. Our values are integral to day to day life in our school, but also at the heart of our school improvement. We therefore seek individuals who constantly strive to demonstrate the following values:

- Aspiration: Dream Big
- Resilience: Bounce-back-ability
- Respect: Communicate with Kindness
- Initiative: Problem Solving
- Reflection: Never Stop Learning

Responsibilities/Key Duties

Tuition

- Deliver tuition through organising and supporting the learning of identified students in order to raise their levels of attainment. To lead on improving rates of progression for identified students by liaising with the key stakeholders about the learning.
- Meet with the class teacher before tutoring, to identify areas for development and support, plan the student's personalised learning programme and agree outcomes.
- To establish a relationship and understanding of learning needs before tutoring begins and agree time and location of tutoring.
- Liaise with the class teacher during the tuition.
- Provide feedback to the class teacher or Head of Department and agree next steps.
- Liaise, as required, with a range of contacts, including the Headteacher, class teacher and/or subject leader and students.
- Ensure strict confidentiality in all areas of work.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- Ensure work is conducted in a way that protects the safety and security of information e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records.

Personal and professional conduct.

- Manage and prioritise your own workload in line with service requirements.
- Share corporate responsibility for the implementation of school policies and practices.
- Be a role model for students through personal presentation and professional conduct. To contribute to the ethos of the school, in all areas of contact and responsibility, in relationships with staff and students.
- Establish effective working relationships with professional colleagues.
- Attend and participate in regular meetings, and in training and other activities as required.
- Attend meetings with line managers as required.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Ensure promotion and support of Equal Opportunities and Health and Safety.
- Present a positive personal image, contributing to a welcoming school environment.
- Maintain confidentiality inside and outside the school.
- Any other duties as required by the Headteacher.

Safeguarding

- Ensure appropriate / relevant safeguarding policies and measures for all staff and students are in place and reviewed.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to safeguarding procedures.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

Relationships

The post-holder will be required to work flexibly to deliver an efficient service. There will be regular contact with students, colleagues, other members of staff, line managers and internal and external customers. We promote diversity and want a workforce which reflects the population of Leeds.

Physical Conditions

The post is currently based at Royds School which has access by stairs and is accessible by disabled persons to the ground floor by a portable ramp on request.

The school operates a non-smoking policy.

Economic Conditions

Grade:	£20 per hour
Conditions:	Local Agreement for Superintendents and NJC Conditions apply

Safeguarding

Royds School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced Disclose and Barring Service check and Prohibition List check.

Prospects

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

The school encourages training both in-house and external to meet the needs of the individual and of the school.

Conclusion

The job description is current but recognises that while every effort has been made to explain the main duties and responsibilities, each individual task may not be identified. It is recognised that technological changes and advancements make it impossible. Therefore, in consultation with the post holder, it may be amended to reflect or anticipate the changes in the role.



One to One Tutor: Employee Specification

Post Title:

One to One Tutor (English or Maths posts available)

As outlined above, we operate a values-based recruitment system to find people who will live our school values and align to the holistic #LiveLoveLearn vision. The basic attributes below have been identified as important for the post-holder however once these have been met, the candidate most suited to our school culture will be identified through the application, interview, task and references as appropriate.

Mode of Assessment	A = Application, I = Interview, C = Certificate, O = Observation, T = Task	Essential	Desirable
Qualifications			
A	Educated to A' Level standard in relevant subject	X	
A	Educated to A' Level standard in relevant subject		X
Experience			
A I	Previous experience of working with young people		X
A I	Experience of delivering similar courses		X
Knowledge			
A I	Understanding of health and safety issues and good practice	X	

Mode of Assessment	A = Application, I = Interview, C = Certificate, O = Observation, T = Task		Essential	Desirable
	Skills			
A I	The ability to be an excellent classroom practitioner		X	
A I	Good organisational and personal management skills		X	
A I	Effective planning and teaching		X	
A I	Effective behaviour management		X	
A I	An ability to demand high standards		X	
A I	An ability to develop good working relationships with students and staff		X	
A I	Effective time-management		X	
A I	The ability to meet deadlines		X	
A I	Good ICT skills		X	
Personal Attributes				
A I	Work independently and be a team player		X	
A I	Commitment to self and team development		X	
A I	A commitment to abide by and promote the Academy's Equal Opportunities, Health & Safety and Child Protection policies		X	
A I	Work in ways that promote equality of opportunity, participation, diversity and responsibility		X	
Safeguarding Children				
A I	Ability to maintain appropriate relationships and personal boundaries with children and young people.		X	
A I	Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.		X	
A I	Understanding of the importance of safeguarding and child protection and its impact on this role.		X	

Royds School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to an enhanced DBS with barred list check as well as a Prohibition List check.



**#LIVE
LOVE
LEARN**

Staff Voice

I am proud to be part of a school that lives its values, and develops its students' love of learning.

Royds