



Professional Tutor 2 Term Fixed Term Contract

Subjects include: English, Maths, Science, History, Geography, RE, French

Job Posted: 17th May 2022

Closing Date: 3rd June 2022

Interviews w/b: 6th June 2022

Estimated Start Date: ASAP

If suitable candidates apply, we may interview before the set interview date.



Dear Prospective Applicant,

Thank you for your interest in the post of Professional Tutor at The King's CE School. This is a really important appointment for us and it is an excellent opportunity for the successful applicant as we continue to develop the school as a beacon of excellence in the city of Wolverhampton and the diocese of Lichfield.

Our vision informs and inspires every aspect of school life:

At The King's CE School we believe that everyone is unique and created in God's image. We enable all to achieve their God given potential; to grow, learn and aspire; to transform their lives and the lives of others and to journey in faith without limits within a unified, respectful and harmonious community.

We are a fully inclusive and truly comprehensive school and as a school slightly smaller than average in size, we are large enough for every pupil to be known by name. Our pupils are proud to belong to The King's and have high aspirations. We work hard to ensure that the taught, tested, enriched and experienced curriculum meets the needs of all our pupils. We have excellent destination data with pupils securing places at Russell Group universities, Oxbridge and also enrolling on apprenticeships.

The school recently had a monitoring visit from Ofsted following on from our last full inspection in December 2018. The report affirms the leadership of the school informing how their "creativity and energy" have ensured that the school has continued to develop during the pandemic. Pupils told the inspector that they are proud of their school saying "everyone works well as a team".

At The King's, staff wellbeing and development is a priority. We have our own King's Professional Development, KPD programme with the hope that we learn something new every day to make tomorrow a better day. We offer a broad range of internal and external training to enable all staff to develop their practice and leadership and to enable them to fulfil their own career ambitions.

It is an exciting time for the school as it is in the process of joining the Three Spires Trust. This will further strengthen the ways in which we work with other schools in the city and diocese.

You are most welcome to visit the school to help you with your application. Please contact Ms Rae Claramunt to arrange a visit or for any questions regarding the application process: r.claramunt@kingswolverhampton.co.uk

I wish you well with your application and look forward to receiving your form and letter if you do decide to apply to this position.

Yours faithfully,

Joy Langley

Interim Principal



Job Description

| | |
|------------------------|---|
| Job Title: | Professional Tutor |
| Responsible to: | Assistant Principal |
| Salary: | Unqualified or Teacher Pay Scale |
| Hours: | Zero hour contract |

The Professional duties of teachers are set out in the School Teachers Pay and Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of Professional Tutor, along with the particular duties expected of the post holder have been set out below:

Job Purpose:

- To work with individual and small groups of students improve attainment in one or more of the following specified subjects (English, Maths, Science, History, Geography, RE and French).
- To plan, implement, and deliver an appropriately broad, balanced and relevant curriculum for the identified one-to-one students.
- To facilitate and encourage a learning experience which provides students with the opportunity to exceed their individual potential.
- 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 one-to-one 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 Department and 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

- 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 One to One and Small Group Professional Tutor

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 |
|--|-----------|-----------|---|
| Qualifications and Experience | | | |
| Qualified to degree level in one of the specified subjects (English, Maths, Science, History, Geography, French or RE) | ✓ | | • Application Form • Interview |
| Understanding of health and safety issues and good practice | | ✓ | |
| Experience of working with young people and/ or tutorage across key stage 3, 4 and 5 | | ✓ | |
| Skills and abilities | | | |
| Willing to demonstrate high expectations and set high aspirations for all | ✓ | | |
| Able to develop lesson materials that support the needs of all students. | ✓ | | |
| Ability to use MS Excel to record pupil progress and support your session planning. | | | |
| 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 | ✓ | | |
| Are proactive, self-motivated and intuitive | | | |
| Ability to manage time effectively | ✓ | | |
| Professional Development | | | |
| Evidence of recent relevant professional development | | ✓ | • Application Form • Letter • Interview |
| Personal Qualities | | | |
| 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 | ✓ | | |
| 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.