



JOB DESCRIPTION

Post title	Graduate Tutor (Full time, 1 year fixed contract)
Responsible to	Assistant Principal
Salary	Unqualified Teacher Scale Point 1 £18,419
Main Purpose of the Job	To support in all areas of school life, promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities and extra-curricular activities available to them.
Duties and Responsibilities	<p>In the classroom:</p> <ul style="list-style-type: none"> • To assist teaching staff with any lessons timetabled for classroom support, e.g. science, English and maths. • To support pupils' learning in the classroom. • To assist teaching staff in preparing resources for lessons for specific pupils that they may be working with. • To support literacy and numeracy for small groups of pupils or in a 1:1 situation such as hearing pupils read, helping them with their writing or mathematical skills. • To supervise some homework done at school. <p>Other duties:</p> <ul style="list-style-type: none"> • To be prepared to offer skills and interests for the benefit of the school e.g. supporting the school orchestra, clubs, etc. • To undertake other duties as the Principal may from time to time require.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.