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| **Tutor Job Description**  **Leiston Primary School** |
| **Purpose** |
| * Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document. * Meet the expectations set out in the Teachers’ Standards. |
| **Duties and Responsibilities** |
| * Plan and tech well structured sessions to assigned groups, following the school’s curriculum and schemes of work. * Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment. * Adapt teaching to respond to the strengths and needs of pupils. * Set high expectations which inspire, motivate and challenge pupils . * Promote good progress and outcomes by pupils. * Demonstrate good subject and curriculum knowledge. * Participate in arrangements for preparing pupils for external tests.   Whole school organisation, strategy and development   * Contribute to the development, implementation and evaluation of the schools’ policies and procedures, so as to support the school’s values and vision. * Work with others on curriculum and pupil development to secure co-ordinated outcomes.   Health, Safety and discipline   * Promote the safety and wellbeing of pupils. * Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.   Professional development   * Take part in further training and development where necessary in order to improve own teaching.   Communication   * Communicate effectively with pupils, parents and carers. * Work closely with the Year 6 team to ensure progress for children.   Working with colleagues and other relevant professionals   * Collaborate and work with colleagues and other relevant professionals within and beyond the school. * Develop effective professional relationships with colleagues.   Personal and professional conduct   * Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside of school. * Have proper and professional regards for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality. * Understand and act within the statutory frameworks setting out their professional duties and responsibilities. * Safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.   Any other reasonable action as requested by the head of school. |
| **Confidentiality** |
| The nature of the job requires a high degree of initiative, confidentiality, sensitivity and discretion when giving or receiving information, which could be confidential. |
| **This Job description was reviewed 19th September 2024 and will be reviewed annually by the post holder and headteacher.** |
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