

**JOB DESCRIPTION**  
Moundwood 1-2-1 Programme  
Tutor/Exam officer  
Current as of September 2024

POST: Outreach Tutor  
RESPONSIBLE TO: SLT

**JOB PURPOSE**

To complement the work of Moundwood Academy's bespoke curriculum, emotional, social and mental health interventions. This provision is aimed for students needing an intensive focus in terms of self-regulation and reset while re-engaging them through a programme of personalised learning and mentoring. Furthermore, this position will encompass the role of an Exam Officer who will support students and the SLT throughout the public examinations.

Duties involve planning, teaching and assessing the core subjects as well as working with them through our Lexia Reading Programme. Tutors will deliver Thrive activities to support students' mental health and emotional and social development. The tutors will work with the students on a 1-2-1 basis by meeting them at the agreed time and location. Tutors will monitor students' progress and record information on their achievement, and development using the academy's systems every day and contribute to weekly review meetings with the SLT.

As a Tutor, candidates must be able to have a valid driver license, create, plan and deliver 1:1 tailored lessons to bridge gaps in students' education and boost engagement and attainment levels. Candidates must be committed to making a positive impact on the students by being the key person during the programme and developing strong relationships with both parents and students.

In addition, the candidate must be willing to receive Exam Officer training to carry out the duties of the school's exam officer to support students throughout the examination process. This is a pivotal role in supporting our students to achieve exam success.

Safeguarding of our students is a key priority of this role.

## JOB CONTEXT

Outreach tutors will predominantly work outside of Moundwood Academy delivering lessons in students' homes or at an agreed location. They may also support lessons, colleagues or students on site.

### 1-2-1 Tutor

- Enhanced DBS clearance required.
- Registered with Annual Update Service for DBS Checks
- The ability to communicate clearly with colleagues, students and their families about teaching, learning and progress.
- Accurate written and spoken English is essential for the post.
- Recognised Teaching Qualification for the UK is desirable.
- Travel to and from different venues is a requirement of this role.
- Manage time effectively
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### Exam Officer

- Willingness to receive Exam Officer training
- Excellent communication skills
- Good working knowledge of MS or equivalent programmes and databases
- Attention to detail
- Flexibility, and ability to work under pressure
- Meet tight deadlines

## ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Operational Management	<ul style="list-style-type: none"> <li>➤ Develop and maintain an up-to-date knowledge and understanding of the subject area/s being taught .</li> <li>➤ Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.</li> <li>➤ Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives.</li> <li>➤ Ensure all essential record keeping is kept up-to-date - attendance, engagement and child protection</li> <li>➤ Provide objective accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.</li> <li>➤ Challenge and motivate pupils, promote and reinforce self-esteem.</li> <li>➤ Work with the designated School's agreed behaviour policy (if on school site) to anticipate and manage behaviour constructively, promoting self-control and independence.</li> <li>➤ Participate in the marking of pupils' work and accurately record achievement/progress.</li> <li>➤ Organise and manage resources.</li> <li>➤ Use ICT, where appropriate, to advance pupils' learning, use common IT tools for own and pupils' learning</li> <li>➤ Undertake break supervision as required</li> <li>➤ Update Individual Education Records</li> <li>➤ Carry out all responsibilities of an Exam Officer</li> </ul>
Communications	<ul style="list-style-type: none"> <li>➤ Be prepared to communicate with parents to arrange the logistics for 1-2-1 programme</li> <li>➤ Be prepared to discuss student work when asked to do so – this may include meetings, email/phone communication of up to date progress</li> <li>➤ Listen actively and respond to concerns about developmental or behavioural changes</li> <li>➤ To participate in some meetings with other staff, external professionals and parents regarding pupils, in an education reporting capacity to a meeting</li> <li>➤ Keeping up-to-date with exam Board information</li> <li>➤ Communicating with Exam Boards</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>➤ To be committed to safeguarding and promoting the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>

Systems and Information	<ul style="list-style-type: none"> <li>➤ Recording attendance</li> <li>➤ Assess, record and report on pupils attainment and progress within assessment and reporting processes</li> <li>➤ Share information confidentially about pupils with teachers and other professionals as required.</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>➤ Plan teaching and learning objectives and evaluate and adjust lessons/work plans as appropriate.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>➤ To comply with the Beckmead Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>➤ To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>➤ Notify reception of your planned visits before leaving the school and check in with reception regularly during the day</li> <li>➤ To notify the Academy if there is a concern regarding Health and Safety in an environment in which you have been asked to work or if something has changed and you have concerns.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>➤ We aim to make sure that services are provided fairly to all clients and students and that all our existing and future employees have equal opportunities.</li> <li>➤ Promote inclusion and acceptance of all pupils</li> </ul>
Date of Issue:	February 2025