



POSITION: Tutor

ABOUT US

East Hall School is a unique SEMH school based in stunning rural Hertfordshire with places for up to 16 students. We specialise in education for KS4 students, with a curriculum that includes a range of subjects at GCSE level, whilst also offering City and Guilds vocational qualifications. There is a high emphasis on the outdoors, and we take full advantage of the fact the school is situated on a 2000-acre estate with access to extensive space, woodland and animals.

We are dedicated to providing a nurturing environment that priorities social and emotional development, whilst providing an outstanding educational provision through a carefully planned, ambitious curriculum. Our approach is child led; the emotional wellbeing of our students is at the heart of East Hall School. We commit to providing a highly individualised approach to meet every student's needs.

The majority of our students will have an EHCP, many will have encountered traumatic events in their lives, often impacting their ability to engage in education. We believe our approach offers our students a framework to rebuild their love of learning, ensuring that they are enabled to reach their full academic and personal potential.

BASIC INFORMATION

JOB TITLE	Tutor
SUPERVISOR	Headteacher

OBJECTIVES

The Tutor works collaboratively with the school staff team to provide an education to the students, based on East Hall School's philosophy and ethos. The Tutor must support each individual student's growth and development, encouraging them to be connected, communicative, curious, confidence individuals who celebrate not only their successes but also others. The tutor must demonstrate an understanding of the wider curriculum and administration needs of the school, and achieve high standards by responding professionally, sensitively and caringly to the needs of the students.

MAIN PURPOSE

To contribute to raising standards of students personal and academic growth in a subject area or areas by tutoring students and participating in wider school life.

KEY RESPONSIBILITIES:

- To have high expectations of all students based on relevant data.
 - To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the curriculum and through scaffolding and objectives ensure that the needs of all students are met.
 - To maintain positive behaviour in accordance with the school's policies and encourage good practice with regard to attendance, punctuality, and standards of work.
 - To assess students' work in line with school policies and procedures referring to student targets.
 - To contribute to the development and implementation of the subject's strategic action plan.
 - To attend and contribute to all staff meetings.
 - To use data, both externally and internally produced, to assess student performance and to develop appropriate courses of action.
 - To review methods of learning and teaching.
 - To register students and notify the designated safeguarding lead immediately about any concerns relating to a student.
 - To participate in the School's professional learning program and continue personal development in the relevant areas especially subject knowledge and teaching methods.
 - To attend all Curriculum, Parent Teacher Conferences and other such academic or pastoral events.
 - To ensure effective monitoring and communication with parents regarding academic progress both in line with school reporting procedures and in response to specific concerns as they arise.
 - To comply with the current policies and procedures of the School.
 - To display the professional values at all times, either in school or in the wider community.
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KEY TASKS:

- To assess, record and report on the attainment, attendance and progress of students keeping such records as are required.
- To provide or contribute to oral and written assessments, reports and references relating to individual or groups of students.
- To prepare and update subject materials, including schemes or work.
- Development of appropriate syllabuses, resources, schemes of work and teaching strategies.
- To plan and prepare sequences of lessons to show progress over time.
- To produce interim and annual reports for all students taught in line with the School's Teaching and Learning Policy.
- To maintain excellent communication with parents.
- To engage actively with the School's performance review surveys.

JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Bachelor's degree Qualified Teachers Status (QTS)
	Major	Core subject – English / Maths / Science
EXPERIENCE	Working Experience	A minimum of 2 years working experience in tutoring
EXPERTISE	• Knowledge of teaching	
PREFERRED APTITUDES	• Be able to assess students' interests, needs and developments • Be able to develop curriculum • Proficiency in Microsoft Office • SEMH working experience is preferred	

East Hall School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks, social media checks and employment checks to include an exploration of any gaps in employment.