

National Tutoring Programme tutor role profile

Role and responsibilities	
Main purpose of the role:	<ul style="list-style-type: none"> To deliver high quality tuition to small groups of pupils, either face to face or online
Key responsibilities:	<p><u>Teaching and Learning</u></p> <ul style="list-style-type: none"> To deliver high quality tuition as a tutor working with a group of 3 pupils Plan sequences of learning based on targets given from schools, with guidance if required Develop own teaching materials, methods and approaches, with guidance if required Ensure that content, delivery of lessons and methods used match the needs of pupils (online and/or face to face) To assess and monitor pupils' knowledge and understanding and use this assessment to drive pupil progress To monitor the needs of pupils within the group, adapting the teaching approaches if required To give clear and specific feedback information to pupils regarding progress towards learning objectives To give clear feedback information to schools regarding pupils' progress towards learning objectives and engagement in sessions To keep clear records of pupil progress and assessments <p><u>Teamwork</u></p> <ul style="list-style-type: none"> To build positive relationships with pupils, staff in school and UoS staff To use appropriate interpersonal skills to deal with sensitive issues pupils may have and provide pastoral support during sessions <p><u>Professional skills</u></p> <ul style="list-style-type: none"> To adhere to all UoS policies regarding safeguarding and health and safety To be punctual for tutoring sessions and inform the UoS and school in a timely manner if there are any to be any absences To liaise with UoS staff if any concerns or difficulties arise To report pupil absentees directly to Cape To deal with confidential matters according to the UoS and school policies and procedures To ensure all documents are stored safely on UoS systems (Teams)
	<p><u>Professional development</u></p> <ul style="list-style-type: none"> To attend and engage with training delivered by the UoS academic staff To keep up to date with relevant DfE and safeguarding guidelines To ask for advice from UoS staff if required