

JOB DESCRIPTION

JOB TITLE:	Tutor – Home Education Hub
REPORTS TO:	Deputy Principal
SALARY:	SSP21 £38,897pa FTE. Actual £16,706pa
CONTRACT:	Fixed Term to January 2027
WORK PATTERN:	18.5hours per week, Term Time only

Purpose of the Role

To deliver high-quality 1:1 and small-group tuition to home-educated learners enrolled in the Home Education Hub. Tutors will be subject specialists responsible for delivering teaching aligned with exam board specifications, monitoring academic progress, and working closely with the Pastoral Coordinator - Home Education Hub to ensure holistic support for every student.

Key Responsibilities

Teaching & Learning

- Deliver high-quality teaching in the assigned subject(s) for 1:1 and small-group sessions.
- Plan and deliver lessons aligned with relevant GCSE specifications.
- Provide clear, constructive feedback to support learner progress and communicate this effectively with the learner and their family during review meetings.
- Use assessment to identify learning needs, gaps, and next steps.
- Adapt teaching to meet a range of ability levels, including SEND needs.

Collaboration & Communication

- Work in partnership with the Pastoral Coordinator - Home Education Hub to share information about progress, engagement, and learning needs.
- Provide information that contributes to progress monitoring and intervention planning.
- Attend team meetings as required.

Safeguarding & Professional Practice

- Maintain responsibility for safeguarding concerns and share information appropriately.
- Uphold professional boundaries in all interactions with learners and families.
- Adhere to College policies including safeguarding, equality, health and safety, and data protection.

Administrative Duties

- Maintain accurate records of sessions delivered.
- Provide assessment information needed for progress reviews.

- Contribute to the evaluation and continuous improvement of the Hub.

IN ADDITION TO THE ABOVE MENTIONED ATTRIBUTES THE POSTHOLDER WILL BE EXPECTED TO:

- Support effective safeguarding of all young people throughout the College
- Attend as necessary, meetings of all College Staff
- Adhere to College Policies and procedures e.g. Equality and Diversity; Health and Safety
- Undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

LEON RILEY
Principal

Employee Signature ***Date.....***

Line Manager..... ***Date.....***

Person Specification

AF = Application Form
Process

Q = Qualification

I = Interview



Particular Requirements	Desirable /Essential	Assessment Method
Commitment to safeguarding, equality, and inclusivity	E	AF I
Flexible approach to working hours to meet family and learner needs	E	AF I
Commitment to continuous professional development	E	AF I
Qualifications	Desirable /Essential	Assessment Method
Degree or equivalent in relevant subject area	E	AF Q
Qualified Teacher Status (QTS) or significant teaching/tutoring experience	E	AF Q
Evidence of ongoing professional development	D	AF Q
Skills and Ability	Desirable /Essential	Assessment Method
Strong subject knowledge and ability to deliver GCSE content confidently	E	AF I
Ability to differentiate teaching to meet individual learning needs	E	I
Excellent communication and feedback skills	E	I
Ability to manage behaviour positively in small groups and 1:1 settings	E	I
Strong organisational skills, including session planning and assessment	E	I
Experience and Knowledge	Desirable /Essential	Assessment Method
Experience teaching or tutoring GCSE learners	E	I
Experience working with SEND learners or those with barriers to	D	I
Experience teaching in non-traditional or alternative education settings	D	I

Understanding of exam board expectations and assessment requirements	E	I
--	---	---