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QUEST FOR LEARNING

JOB DESCRIPTION

JOB TITLE:	Literacy Tutor (p/t)
SALARY:	£20 per hour (approx. 70 - 80 hrs / 10-week teaching block, plus holiday pay)
TERM OF APPOINTMENT:	Fixed until July 2021
LINE MANAGEMENT:	The Head of Teaching
MAIN CONTACTS:	Quest for Learning office team, pupils, parents/carers, partner schools
NOTICE PERIOD:	Six weeks on either side
PROBATIONARY PERIOD:	3 months
EXPERIENCE:	We are looking for experienced education professionals who are passionate about making a difference to disadvantaged children's engagement and attainment.

JOB DESCRIPTION:

About us

For over twenty years, Quest for Learning has been supporting the educational engagement and attainment of disadvantaged Oxfordshire children. We are passionate about playing our part in closing the attainment gap between rich and poor, by working in partnership with local primary schools to provide literacy and numeracy interventions that complement their own work.

We work with primary schools that have identified children who are falling behind in reading or maths and who would benefit from our one-to-one or group programmes. In particular we support: children in Year 2 who are struggling to become readers, through our ReadingQuest programme; children in Key Stage 2 through our BookQuest programme, who can decode but whose reading comprehension is low and may lack motivation to engage with books; and children across both Key Stages who lack confidence in numeracy, whose skills in mental maths are limited, and who struggle with number facts and flexible number work.

The majority of our tutors combine working for Quest for Learning with other professional or personal commitments and value the flexibility to set their own working hours in agreement with the partner school. Most of our tutors continue to work with us after completing their initial assignments, either in the same or new partner schools.

About the role

We're excited to have been selected as an approved Tuition Partner for the National Tutoring Programme funded by the DfE, to provide literacy teaching as part of the national education 'catch-up' effort. This represents a significant scaling-up of our activity and therefore we are looking to increase our tutor team.

Our established ReadingQuest and BookQuest programmes are at the heart of Quest for Learning's educational mission, and we are proud of the consistently impressive learning gains made by pupils who receive our interventions; an average of 14 months in reading, 8 months in spelling, and 18 months in comprehension.

Literacy Tutors will work during school hours with pupils identified by partner schools, in groups of two (ReadingQuest) or groups of three (BookQuest). They will deliver a total of 15 hours of tutoring to each group over the course of ten weeks. The role of the Literacy Tutor is to increase individual children's strategies, confidence, knowledge and skills in reading, writing, spelling and comprehension to enable them to be successful, independent learners. Literacy Tutors will also encourage and support parents and carers to help pupils with literacy learning at home.

Further details of planned teaching pattern available on request.

Main responsibilities:

- To undertake group literacy teaching in one of our partner schools.
- To encourage and facilitate parent/carer engagement.
- To report on individual pupil progress.
- To work as part of the Quest for Learning tutor team.

Duties:

- To teach an agreed number of groups of pupils for a total of 15 hours per group across ten weeks.
- To keep detailed records of each child's progress, and produce reports for Quest for Learning, the partner school, and parents/carers.
- To work in partnership with each child's parents/carers, encouraging and supporting literacy learning at home.
- To work closely with class teachers to identify initial learning needs and to regularly update them on pupil progress.
- To be committed to safeguarding and promoting the well-being and welfare of children.
- To participate in Quest for Learning tutor team meetings.
- To collaborate with the Quest for Learning teaching team in the fulfilment of the monitoring and evaluation requirements set out by the National Tutoring Programme.

About you

We're looking for enthusiastic and experienced individuals who are committed to the aims and ethos of Quest for Learning and have experience of working with primary-aged children in an educational setting. If you're passionate about improving the life chances of disadvantaged children through education and have the drive and initiative to work with minimal supervision, we would love to hear from you.

Successful candidates will be required to undertake ReadingQuest/BookQuest and Generalist Safeguarding training prior to commencing teaching, and to undergo an enhanced DBS and Barred List check.

Please see the full person specification below.

PERSON SPECIFICATION:

Skills	Essential (E)/ Desirable (D)
<ul style="list-style-type: none"> • Excellent communication skills including the ability to communicate in a friendly and effective manner with primary-aged pupils and their parents/carers 	(E)
<ul style="list-style-type: none"> • Good self-management skills including the ability to self-motivate, meet deadlines, and organise own workload 	(E)
<ul style="list-style-type: none"> • Good written skills, including the ability to produce observational notes and formal written reports 	(E)
<ul style="list-style-type: none"> • Ability to professionally represent Quest for Learning within partner schools 	(E)
<ul style="list-style-type: none"> • Ability to work sensitively with disadvantaged pupils and their parents/carers 	(E)
<ul style="list-style-type: none"> • Ability to work sensitively within a multi-cultural setting 	(E)
Knowledge	
<ul style="list-style-type: none"> • Understanding of, and commitment to, the aims and ethos of the charity 	(E)
<ul style="list-style-type: none"> • Ability to encourage and facilitate parent/carer engagement with literacy 	(E)
<ul style="list-style-type: none"> • Understanding of, and commitment to, safeguarding principles and practice 	(E)
<ul style="list-style-type: none"> • Pedagogic understanding of early literacy learning 	(E)
Experience	
<ul style="list-style-type: none"> • Experience of working with primary-aged children in an educational setting 	(E)
<ul style="list-style-type: none"> • Experience of data collection for analysis and evaluation 	(E)
<ul style="list-style-type: none"> • Experience of working with educational attainment targets 	(D)
Qualifications	
<ul style="list-style-type: none"> • Relevant professional education qualification (e.g. PGCE, BEd, HLTA) 	(E)
<ul style="list-style-type: none"> • GCSE English and Mathematics Grade A*-C (or equivalent) 	(E)
<ul style="list-style-type: none"> • OSCB Generalist Safeguarding (to be completed prior to start date) 	(E)
Work-related circumstances	
<ul style="list-style-type: none"> • Commitment to working in a child-centred manner 	(E)
<ul style="list-style-type: none"> • Willingness to work flexibly in agreement with the charity and partner school(s) 	(E)
<ul style="list-style-type: none"> • Willingness to undertake relevant training as required by the charity 	(E)
<ul style="list-style-type: none"> • Willingness to comply with Quest for Learning policies and procedures 	(E)