

Academic & Engagement Tutor

Job Description

At Southern Education Trust, we're driven by a shared mission of *making lives better*. We're looking for a caring, motivated, and approachable person who is passionate about supporting learners to succeed academically while building their confidence, engagement, and belief in themselves.

Job Title	Academic & Engagement Tutor
School	Extended Learning
Grade	Teacher's Main Pay Scale
Reporting to	Area Lead
Contract	Term Time Only

Purpose of the job

The purpose of the role is to support students currently unable to access school by providing 1:1 sessions at home or in the community to help re-engage them with learning.

Key areas of responsibility

- To support students in their own homes or in the community, helping them to progress with their learning
- To help students develop their confidence and self-esteem through a range of activities, enabling them to access learning in a different way from the classroom
- To encourage attendance and engagement with learning
- To monitor engagement and academic progress
- To liaise with families and the Extended Learning team
- To identify strategies to help individual students overcome any barriers to engagement

- To work towards the outcomes of students' Individual Support Plans and review ongoing progress
- To support students with transition to school or college if appropriate
- To maintain accurate records and reviews of sessions
- To complete any relevant paperwork required by schools and other external agencies

Other

The postholder will be expected to work safely and responsibly at all times, taking due care of their own wellbeing and that of others. They will actively promote inclusion, equality, and mutual respect in all aspects of their role, while remaining open to learning and professional growth through ongoing training and development. The role requires maintaining confidentiality and handling information responsibly in accordance with GDPR requirements. The post holder will contribute positively to continuous school improvement by sharing ideas, supporting change, and using school resources with care and respect.

Person Specification

Criteria	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • GCSE or equivalent level, including Grade C or above in English and Maths • Experience working with children who have additional needs e.g. SEND, behavioural and mental health) • Experience planning and delivering targeted interventions • Experience working with parents / carers of young people with additional needs • Experience teaching English or Maths (including functional skills and GCSE) 	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS)
Skills and Knowledge	<ul style="list-style-type: none"> • Good listening skills • Effective written and verbal communication skills • Tailoring plans and interventions to individual students • Ability to form effective relationships with children, parents and professionals • Safeguarding of young people 	
Personal Qualities	<ul style="list-style-type: none"> • Patient and calm • Enthusiastic • Passion for helping children reach their full potential • Organised • Good time management • Committed to safeguarding • Resilience – tomorrow is a new day with new opportunities. 	
Other Factors	<ul style="list-style-type: none"> • Satisfactory pre-employment checks including DBS, references and full career history 	