

ST PETER'S SCHOOL – BOURNEMOUTH

Job Description

Casual Teaching Position for One to One or Small Group Tuition – KS4 English

To provide One to One or small group tuition sessions enhancing literacy learning – KS4 English.

Responsible to Assistant Headteacher and Head Teacher.

Post Holder:

Salary:

Contractual Hours: Casual

Casual hours to be worked:

Monday, Thursday and Friday periods 4, 5 and after school.

Contractual Weeks Casual, Term Time only

KEY ROLE AND RESPONSIBILITIES

This is primarily a role based in the classroom or other learning environment.

To support students on a one to one basis or small groups who have been identified with specific literacy needs.

Teachers will have high expectations of all students and respect for their social, cultural, linguistic, religious and ethnic backgrounds.

To carry out such other duties and responsibilities as agreed with the Assistant Headteacher.

MAIN DUTIES

- To identify particular areas of weakness in literacy and gaps in understanding or skills.
- Liaise with class teacher and/or Senior Leader.
- Plan, resource and teach a series of lessons to address the areas of weakness.
- Evaluate the impact on student progress and identify specific improvements.
- Log the intervention and evaluation that you have undertaken.
- Communicate effectively with students to support their learning.
- Responding to any questions from students about process and procedures and the work they are engaged in. Supporting student use of associated resources.
- Managing the behaviour of students whilst they are undertaking this work, to ensure a constructive learning environment.
- Promoting positive values, attitudes and good student behaviour.
- Reporting back, as appropriate, using the School's agreed Referral Procedures on the behaviour of students during the lesson(s) and any issues arising.

PROBLEM SOLVING AND CREATIVITY

- The post holder must act consistently within the School Policy and procedures to ensure that students are treated fairly and with equality.
- Use a variety of interpersonal skills and strategies to establish supportive and positive relationships with students and colleagues.
- Know and use the School's Referral Procedures, as appropriate, in the event of problems with an individual student, class or other adult.
- Flexibility in carrying out duties will be required.

KEY CONTACTS AND RELATIONSHIPS

- Establish relationships with students, treat them consistency, with respect and consideration and be concerned for their progress during the period of supervision.
- Model and promote the positive values, attitudes and behaviour expected from students with whom they work.
- Work collaboratively with colleagues.
- Know when to seek help.

DECISION MAKING

There will often be a need to make immediate decisions, without initial referral, in relation to classroom management and the care, control and safety of students.

WORKING ENVIRONMENT

- Normal school environment.
- Occasional use of ICT and AVA equipment.
- The School sites are extensive and post holders may be required to work throughout the site on more than one floor.
- School environment, with a variety of learning environments, including classrooms and specialist areas.

SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

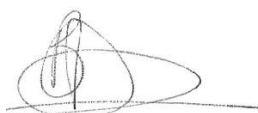
There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post Holder

Date



Signed

Headteacher

Date 14.9.2026

Agreed September 2026

Review