

## **JOB DESCRIPTION**

### **ITALIAN TUTOR**

<b>Reports to:</b>	Head of Modern Foreign Languages (MFL)
<b>Responsible to:</b>	The Sub-Warden Academic
<b>Contract:</b>	Permanent, term-time only
<b>Salary:</b>	Dependent on experience. Salaries are reviewed annually with any changes effective from 1 <sup>st</sup> September.
<b>Contracted hours:</b>	This is a part-time role. There is a requirement for 12, 45-minute lessons per 2-week cycle during term-time (12 x 45-minute lessons for 33 weeks per year).

#### **1. About the role**

An opportunity has arisen for a part-time Italian Tutor to join the MFL Department to conduct conversation classes with pupils preparing for oral exams.

The School's lesson timetable operates on a two-week cycle and there is a requirement for 12 Italian conversation lessons to be delivered each cycle. The pattern of the timetable results in lessons being spread over the two-week cycle and a flexible approach to working hours is required.

#### **2. Main responsibilities**

- Conducting speaking classes with individuals or small groups of pupils.
- Conducting pupil assessments, monitoring progress and identify learning needs.
- Keeping up to date with verbal examination requirements and being responsible for producing resources for conversation lessons.
- Working in collaboration with other teachers in the department to support the work of the MFL Department.

#### **Other Duties**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date shown. It will be reviewed from time by the Bursar to ensure that it remains current and the School reserves the right to make reasonable changes.

### 3. Knowledge, Skills, Experience and Personal Attributes

#### **Qualifications**

An honours degree in Italian	Essential
A post-graduate teaching qualification	Desirable

#### **Knowledge and understanding**

An understanding of data protection and knowledge of the provisions and requirements of General Data Protection Regulation (GDPR)	Desirable
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#### **Skills**

An excellent communicator with good spoken and written English and the ability to draft correspondence	Essential
IT literacy including an excellent knowledge of working with databases and proficiency in MS Office particularly Excel and Word (including using mail merge)	Essential
Numerate and with a high level of accuracy and an eye for detail	Essential
The ability to deliver Italian GCSE (outside of the required timetable)	Desirable

#### **Experience**

Previous experience in an administrative role with excellent organisational skills and the ability to multi-task	Essential
Previous experience of working in a similar role within a school and/or knowledge of the independent school sector	Desirable
Previous experience of iSAMs	Desirable

#### **Personal attributes**

Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential
Willingness to commit to the School's aims and values	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential
Able to work well as part of a team but also to use initiative and work autonomously when required.	Essential
Good people skills, including a welcoming and engaging manner	Essential
A flexible approach and willingness to carry out a variety of tasks and to get involved in all aspects of school life	Essential

### 4. Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's office (ICO) for the purpose of UK General Data Protection Regulations (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

## **5. Child Protection at St Edward's**

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

## **6. Health and Safety**

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

## **7. Holiday**

This is a term-time only role. The remainder of the weeks are non-working weeks of which 5.6 weeks (pro-rata to hours worked if part time) count as paid holidays. Leave weeks would typically be considered during October Exeat, end of Autumn term (Christmas break), February Exeat, end of Spring term (Easter break), May Exeat and end of Summer term (Summer break till the end of the School's academic year).

## **8. Pension**

The role is eligible for membership of the School's pension scheme for support staff subject to terms and conditions of the scheme. This is a defined contribution pension scheme offering the following three tiers:

	<b>Employee contribution rate (‘You’)</b>	<b>Employer contribution rate (St Edward's School)</b>
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

## **9. Probationary period**

The appointment is subject to a probationary period of one term.

10. Organisation Chart

