Job Title: Online Revision School Teacher*

Aims of the on-line revision school - 'Achieving Success Together':
- Builds confidence so students feel supported as they can build a rapport with the teacher
- Refreshes knowledge, fills gaps in knowledge and re-enforces core concepts
- Deepens understanding and builds skills
- Develops the ability to tackle examination questions

Responsibilities:

Before the lesson
- Prepare an outline of each course to target the agreed year group and level which will be published on the website as part of the marketing materials
- Prepare teaching and assessment materials appropriate to the level and audience for the course
- Upload materials to Teams along with any other relevant resources
- Organise Teams folder to an agreed format
- Prepare a short diagnostic and assess this prior to the course commencing
- Have Teams training where appropriate

During the lesson
- Report absences/lates
- Create a welcoming and supportive atmosphere
- Deliver content, assessment and support for the students
- Support individual needs where possible

After the lesson
- Adapt resources and lesson plan for the next lesson/series of lessons as appropriate
- Complete effort or progress report mid and end of the course as per the template
- Have limited availability to support students beyond the lesson (e.g. in the 15 minutes afterwards)
- Feedback any concerns to ACM if anything needs to be discussed with parents/guardians

All teachers are to adhere to the ACM Remote Learning policies for following the etiquette on Teams for both themselves and the students

Reporting to: The Principal

* Any comments on this job description are welcome and this can be refined at the On-line revision School Team Meeting to be organised in due course.