JOB DESCRIPTION

Job Title: Maths Tutor	**Scale:** £20 per hour
Department: Support	**Section:** Support Staff
Terms of employment: Fixed term contract	

JOB PURPOSE

To work in innovative ways with individuals or small groups of students to assist them to achieve their academic and personal potential. The post holder will provide a complementary service to existing school staff.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

DESIGNATION OF POST AND POSITION WITHIN CURRICULUM STRUCTURE

Reports to the Senior Vice Principal

MAIN DUTIES AND RESPONSIBILITIES

Supporting the Students

- Work with teachers, support staff and individual students to agree targets and action plans to improve the rate of progress being made in students' learning, and ensure that they meet predicted targets.
- Establish productive working relationships and one to one coaching relationships with students, acting as role models and setting high expectations.
- Provide feedback to students in relation to progress and achievement.
- Promote independence and employ strategies to recognise and reward achievement.
- Develop an understanding of relevant syllabuses, schemes of work and exam courses to facilitate achievement of learning objectives.

Supporting the Teachers

- Provide accurate and objective feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Support the role of parents in students' learning and contribute to meetings with parents to provide constructive feedback on students' progress and achievement.

Supporting the Curriculum

- Develop and deliver programmes of learning activities to students by working with them in small groups outside of formal lessons.
- Creating and producing relevant resources and activities for designated groups of students to engage, motivate and advance their learning.

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Employee

Name:

Signed:

Date

Signed on behalf of the school

Name:

Signed:

Date:

PERSON SPECIFICATION

Job Title: Tutor
Section: Support
Department: Support Staff

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	• Minimum 5 passes at A*-C GCSE including Maths and Maths • 2 or 3 A Levels • Education to degree level or equivalent	
Competence Summary (Knowledge, Abilities, Skills, Experience)	• Working with students or experience of own children • Ability to motivate young people • Confident in dealing with young people • Ability to command and show respect • Confident ICT user • Good communication skills	• Experience of working with young people • Experience in leadership
Work related Personal Requirements	• Excellent personal and social skills • Enjoys working with young people • An excellent team player • Ability to show initiative and flexibility	
Other Work Requirements	• Flexibility • Ability to cover duty in the school • Good command of written and spoken Maths • Self motivation • Good sense of humour	• Willingness to undertake appropriate school based training and development • Driving license

Safeguarding	**Teacher and Subject Lead (Good Understanding)** As a teacher, you are expected to have a good understanding of safeguarding within the school setting. This involves being vigilant in identifying potential safeguarding issues, understanding the procedures for reporting concerns, and actively contributing to a safe and supportive learning environment. You will be required to participate in regular safeguarding training and stay updated on the latest policies and best practices to protect the welfare of all students.	