**Job Title: Graduate Tutor in Maths or English – One position in each subject**

**Salary: H3 16 £9.33 per hour paid for 37 hours per week and 38.6 weeks a year.**

**Line Managed by:** **Head of English, Head of Maths**

**Hours 08.30 – 16.30**

**Key Accountabilities**

* Support students as directed by the head of faculty with their learning to help accelerate rates of progress
* Work as an AT in English and Maths when directed
* Support early morning reading and home learning club

**Key Tasks**

* One to one or small group work interventions as directed
* Preparation of resources to support learning
* Recording of starting and finishing points/outcomes
* Contact parents where applicable
* Use resources provided by HoF to support learning
* Support early morning reading programme/numeracy programme effectively
* Support after school interventions which may include Home Learning
* Engage positively with young people and their learning at every opportunity and as directed
* Report any concerns re behaviour and safeguarding
* Support teaching in the classroom when directed by HoF.
* Develop skills by assisting teachers in the preparation of lessons
* Keep abreast of GCSE requirements in your subject area in order to support students effectively
* Liaise with SENCO regarding record keeping and strategies as appropriate

**Essential**

* Graduate or equivalent in Maths or English
* Patience, kindness, resilience and humour
* Good ICT skills
* Excellent communication skills
* Good personal presentation

**Desirable**

* Ambitious for professional development opportunities within teaching profession