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**Numeracy Support Tutor**

**Fixed Term, Part Time, Term-time**

**We are seeking a highly skilled and self-motivated individual to work as a Numeracy Support tutor within our Learning Support Department.**

**For a suitably qualified person, there may also be the opportunity to teach GCSE or Functional Skills Maths, but it is not essential that you do so.**

As a Learning Support tutor you will provide support for our students on a 1:1 basis, or by working with small groups. Support sometimes takes place in our dedicated Study Centre, but much support is now given in the classroom. You may be required to give support to specific students with identified learning needs, or you may provide support to a wider range of students who need some extra help to make good progress in their studies.

As a numeracy support tutor you will work closely with our team of Mathematics teachers to provide additional individual or small group support to those students who struggle most with the learning of mathematics. As an effective numeracy support tutor you will have the ability and imagination to motivate, communicate and succeed with those who sometimes have little or no confidence in, or appetite, for the subject. You will work within the classroom supporting students at work in Maths GCSE and Functional Skills lessons, and you will also provide some additional small group support outside of lessons to help students consolidate or develop their learning of basic mathematics.

Depending on numbers enrolled, there may be some additional need for Maths teaching. If you are suitably qualified, we will be happy to consider you for this; but it is not a requirement that you teach, or want to do so, and we welcome applications from anyone with skills and interest appropriate to this Learning Support role.

The Learning Support Department currently has 9 Learning Support Tutors. The department is well-established at the College and is strategically located within a welcoming, open-learning environment in the heart of the College to allow for the easiest access for students. The accommodation is well resourced and equipped.

Learning Support is a strong, hard-working department with a student-centred ethos, and makes good use of a range of staff talents, experience and knowledge. Their vision is to promote the inclusion of all students, helping them overcome barriers to learning, which might include physical, emotional and learning difficulties, as well as encouraging them to become independent learners.

The Department prides itself on having a strong team ethic and a very positive attitude towards continual professional development. They are a very dedicated team and bring vitality to all aspects of their work. We have no doubt that the successful candidate will benefit from the team’s energy and desire to build upon the very successful work they have already done.

**For further information, please see the following separate documents: Job Description, Person Specification and Course Descriptions.**

**Additional Information**

**Grade & Salary Range**

The successful candidate will be appointed to Scale **C** of the College’s support staff pay spine, within the range **£17,100 p.a. to £18,126 p.a.**, dependent on experience. (Actual salary will be pro-rata to the hours and weeks worked – i.e. **£10,655 p.a.** to **£11,294 p.a.** for 27 hours per week, term-time).

**Main Terms & Conditions**

The contract will be on a fixed term, term-time basis until 31st May 2019, commencing as soon as the successful candidate is available. Hours are likely to be 27 hours per week, subject to student enrolments. Exact working times are dependent on the timetables of the students for whom support is being provided.

You will be eligible to join the Local Government Pension Scheme. Salary payments are made monthly by credit transfer in arrears on the last business bank day of the month. Salary for term-time staff is paid in equal monthly instalments over the year and includes a payment of 5.4 weeks for pro-rata entitlement to annual leave and public holidays. Holidays must normally be taken outside of term-time; College term dates can be found on our website.

The information above is provided as an overview, for information only. Full details of actual terms and conditions will be supplied with the letter of appointment.

**Safeguarding**

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To meet our safeguarding obligations:

* Applicants are required to submit a completed Declaration Form with their application
* Referees are asked if they are aware of any child protection allegations or issues
* All appointments are subject to verification of qualifications, medical clearance, satisfactory Disclosure and Barring Service Check (Enhanced) and satisfactory written references.
* Applicants who have worked abroad or lived abroad may also be required to provide a Certificate of Good Conduct for the Country they have resided in.

**Application Procedure**

Please complete and return the application online via TES jobs (<https://www.tes.com/jobs/>). If you are unable to access the online application or would prefer to fill out the application form by hand, please telephone 01723 380748, and an application pack will be sent to you.

**Closing Date: 21st August 2018**

Please ensure you use the Supporting Statement of the Application Form to explain how your skills, experience and attributes make you suitable for the post. Please do not include a C.V.

**Interviews are provisionally arranged for Thursday 30th August 2018**

If you have not heard within one month of the closing date, then please assume that you have not been successful on this occasion.