

Job Description

Job title: Tutor - Mathematics
Reports to: Assistant Principal
Location: Stationers' Crown Woods Academy

General responsibilities

- Support small groups of students in mathematics, as designated by the curriculum leader or Senior Leadership Team.
- Plan and personalise mathematics tutoring sessions based on schemes of work and resources provided by curriculum leaders, ensuring sessions are tailored to the learning needs of individual students.
- Provide feedback to teaching staff regarding student progress with respect to identified units of work in mathematics.
- Keep an accurate record of group work, including learning objectives, teaching tasks, students, progress made and relevant assessment data.
- Engage in activities designed to show the impact of tutoring sessions on students' mathematics skills development.
- Promote adherence to Academy rules and guidance by students, particularly related to attitudes to learning.
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To respect the confidential nature of all information acquired in the performance of the job, either verbally or in writing.
- Engage in activities designed to show the impact of tutoring sessions.

Person Specification

- Strong academic record in mathematics.
- Excellent interpersonal and communication skills.
- Creative and innovative in finding solutions to support student learning in mathematics.
- Experience of working with pupils is desirable (although not essential), preferably in a mathematics teaching or tutoring role.
- Qualified Teacher Status (QTS) in mathematics (or equivalent) would be desirable (although not essential).
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Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.