

<b>Job Description</b>	
<b>Role</b>	Academic Tutor- Maths
<b>Salary</b>	Pay scale 5 Spine Point 12-15 (£29,364 - £30,852) per annum term time only (Pro rata salary £25,605 - £26,902)
<b>Reporting to</b>	Team Leader of Maths
<b>Start date</b>	As soon as possible
<b>Contract Type:</b>	Fixed contract until 31 August 2024, term time only following successful probationary period
<b>Closing date for applications:</b>	Tuesday, 3 <sup>rd</sup> October 2023

#### **Purpose of Role under the direction of Curriculum Leaders**

- To support students' academic development and progress in target subject areas across the Maths curriculum.
- Develop appropriate resources and strategies to support coaching across core subjects.
- To work with underachieving students from disadvantaged socio-economic backgrounds.
- Establish productive working relationships and one to one coaching relationships with students, acting as a role model and setting high expectations. Support them in their action plans and to overcome barriers to their academic learning.

#### **Main Responsibilities**

- Coach and support students consistently whilst recognising and responding to their individual academic needs.
- Work with individuals and small groups with a dynamic intervention approach.
- Work with teaching staff in the development of appropriate resources for use in individual/group sessions to support the learning of targeted students.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to academic progress and achievement.
- Develop timetables and action plans for the targeted students.
- Communicate with parents/carers and staff regarding students' work and progress.
- Record progress and achievement in coaching sessions, lessons and activities systematically and providing evidence of range and level of academic progress and attainment.
- Use data effectively to inform the impact of coaching.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Work flexibly, prioritising aspects of the work throughout the academic year as appropriate.
- Attend relevant training and take part in professional development.

#### **General - The post holder will be required to:**

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Adhere to the School's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible

- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- Work in accordance with the Data Protection Act.
- Uphold the Academy's policy in respect of safeguarding and child protection matters.
- Provide a healthy and comfortable working environment, smoking is strictly prohibited.
- This Job Description is not necessarily a comprehensive definition of the post and duties may be varied. Management reserves the right following consultation to make changes to the job description.
- All permanent staff (who have successfully completed a probationary period) are required to participate in the appraisal process and engage in continuous professional development to ensure that professional skills and knowledge are up to date.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

<b>Job Specification – Maths Tutor</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum 5 GCSEs at grade C and above, including English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>• A qualification in the specialist subject or an equivalent qualification or experience.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working with students in a support role.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with under achieving students</li> </ul>
<b>Knowledge / Skills</b>	<ul style="list-style-type: none"> <li>• Able to support learning across core subjects.</li> <li>• Demonstrate knowledge of curriculum requirements and other basic learning programmes;</li> <li>• Good IT skills for word processing, databases and spreadsheets.</li> <li>• Able to communicate clearly and effectively with students, staff. Parents, carers and external agencies.</li> <li>• Self -motivated and able to use own initiative.</li> <li>• Good time management</li> <li>• Able to work accurately and reliably under pressure to meet deadlines</li> <li>• Able to maintain confidentiality</li> <li>• Able to understand the issues for students' education in an urban, multi-cultural context.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic knowledge of first aid</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to the school's vision and ethos</li> <li>• A passion for child-centred learning especially for students with complex needs</li> <li>• Able to work calmly under pressure;</li> <li>• The ability to manage oneself, including time management,</li> </ul>	

	<p>professional direction and an ability to work as part of a team under pressure.</p> <ul style="list-style-type: none"> <li>• Willingness to be flexible in the designated role helping to evolve it for improvement, through negotiation.</li> <li>• Able to deal with issues and difficult situations assertively, utilising tact and diplomacy to sensitively diffuse emotionally charged situations.</li> <li>• Evidence of a commitment to equality of opportunity and social inclusion.</li> <li>• Able to deal with others with empathy and sensitivity.</li> <li>• A willingness to take on new responsibilities and develop new skills and continuous professional development.</li> <li>• Commitment to the safeguarding and welfare of all students</li> <li>• Integrity</li> </ul>	
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This post is classified as having substantial access to children and appointment is subject to an enhanced DBS police check of previous criminal convictions. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_