



MATHS TUTOR RECRUITMENT PACK



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**“Working in partnership
to provide excellent and
enjoyable education
which enables all
children to achieve their
highest standards”**

Mission Statement

**“TEACHING IS CONSISTENTLY GOOD WITH
MANY EXAMPLES OF OUTSTANDING PRACTICE.”
OFSTED**

-
- Required As soon as possible
 - Salary: Grade 5 £24,893.00 - £26,054.00 (based on 32.5hrs pw this is negotiable)
 - Closing date: 9:00am Friday 15th March 2024
 - Interview date: w/c 18th March 2024
 - Fixed term contract to July 2025
 - Term time only

Welcome



HEADTEACHERS MESSAGE

Dear Applicant,

Thank you for showing an interest in the position of Maths Tutor at Gifford Primary School. Gifford Primary School is a popular four-form entry school.

Tutors will be required to deliver tutoring on a one-to-one tuition basis or to small groups of pupils. Tutor sessions will focus on Maths and will be scheduled to complement the core curriculum.

As a school, we pride ourselves on providing a learning environment and a rich variety of opportunities for our children so that every one of them may be helped to reach their full potential and make the most of their talents.

Visits to the school are essential. To arrange a visit please contact the HR team on 020 8845 4661 or email HR@gifford.ealing.sch.uk. We look forward to hearing from you.

Yours faithfully,

Sarah Wilson
Headteacher

Our Vision

Gifford Primary School shares a vision of learning today for a better tomorrow.

Are you:

- Someone who cares about children?
- Continually looking for ways to improve your own practice?
- A positive team player?
- Someone with a can-do attitude?
- Excited by a challenge and full of great ideas?

Then get in touch!

In return, we can offer the successful candidate:

- Enthusiastic and motivated children
- Extensive support mechanisms and continued tailored professional development
- A personalised induction program
- An active wellbeing team
- A state of the art building with onsite parking
- Opportunities to work collaboratively with other schools



Person Specification

Qualifications and training		Essential	Desirable
1.1	Qualified teacher status, Maths graduate or teaching assistant level 3.		✓
1.2	Evidence of relevant training of professional development.	✓	
1.3	A minimum of 2 GCSE's (or equivalent) in Maths and English Grade A-C.	✓	
1.4	Completion of free DfE online training course on best practice tutoring within 4 weeks from commencement.	✓	

Teaching and management experience		Essential	Desirable
2.1	At least two years' experience.		✓
2.2	Experience of working with primary aged children in an educational/youth or social services work environment.		✓
2.3	Experience of having been involved in multi-agency work.		✓
2.4	Experience of working with children in a range of special educational needs, including G+ T and EAL and from a range of multi-cultural backgrounds.		✓
2.5	Evidence of experience of working with children using play-based therapies.		✓

Professional knowledge, understanding, skills and attributes		Essential	Desirable
3.1	A good standard of language and numeracy.	✓	
3.2	The ability to be proactive, to plan/organise and prioritise own workload.	✓	
3.3	Competent in ICT or willingness to train.	✓	
3.4	Ability to work effectively in a team and with individuals, institutions, multi-agencies and organisations.	✓	
3.5	Ability to provide a good role model to children maintaining an approachable manner in dealing with adults and children.	✓	
3.6	Ability to work with sensitivity and maintain confidentiality when working with families/carers, sometimes in their homes.	✓	
3.7	Ability to operate in networks, make links with and communicate effectively with individuals, institutions, multi agencies and organisations.	✓	
3.8	Willingness and ability to put issues relating to equality of access and opportunity into practice in line with the School's Equal Opportunity Policy.	✓	
3.9	Knowledge and understanding of safeguarding and promoting the welfare of pupils and support them at times of transition.		✓
3.10	Awareness and understanding of issues relating to equality of access and opportunity.		✓

Commitment		Essential	Desirable
4.1	Demonstrate a commitment to safeguarding and child protection.	✓	
4.2	Requirement for flexible working.	✓	
4.3	Be prepared to attend training courses and other school activities related to their roles if required during school closure periods.	✓	
4.4	Must be able to relate well to a wide range of young people from different ability, ethnic and social backgrounds as well as teachers and other professionals. They will need commitment, energy and patience and must be prepared to learn.	✓	
4.5	A commitment to providing equal opportunities in both the curriculum and pastoral care, valuing the needs of individual children and the diversity of their cultural backgrounds.	✓	
4.6	Relating positively to and showing respect for all members of the school and wider community.	✓	
4.7	Promoting the school's vision and ethos.	✓	

JOB DESCRIPTION

Purpose:

- To deliver high quality intervention sessions to small groups of pupils, to the high standard expected by the Headteacher, Governors and the community served by the school
- Provide a complimentary service to teachers and other staff
- Address the needs of children who require assistance in overcoming barriers to learning in order to achieve their full potential or accessing curriculum
- Work with a range of pupils, giving priority to those who need the most help, specifically those experiencing multiple disadvantages
- Improve pupil progress and achievement by helping to minimise barriers to learning and maximise pupil participation
- To work with children on a one-to-one basis or in small or large groups acting as a; listener, facilitator for learning, encourager, motivator, role model

Responsibilities:

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Support pupils consistently whilst recognising and responding to their individual needs
- To work with the teaching staff and/or other support staff in devising and implementing individual learning plans to promote pupils' academic development
- To observe and monitor pupil progress, adapting an agreed approach to meet particular needs, recording and maintaining records of pupils' development and progress
- To contribute to the assessment of pupil progress and to produce detailed written reports outlining pupil progress
- Work effectively and collaboratively with teachers, support staff and external support as required to ensure effective support provision for all our pupils
- Monitor pupils progress before, during and after intervention to measure the impact of the intervention strategy on progress; include pupil evaluations
- Maintain a record of evaluations as evidence of effective practice, support and guidance
- Networking with other learning mentors to share good practice
- Undertake a range of administrative duties relevant to the post
- Participate as required in relevant training, which has been identified by the members of the senior leadership team. This will include a planned induction period
- Ensure confidentiality is maintained at all times
- Any other duties relevant to the work of the post holder as requested by the senior leadership team
- Any other duties as directed by the Headteacher/Senior team

Team working and Collaboration:

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues

Behaviour and Safety:

- Maintain good relationships with pupils, exercise appropriate authority
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Fulfil Wider Professional responsibilities:

- Work collaboratively with others to develop effective professional relationships
- Communicate effectively with parents/carers
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Other:

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.