

**Mander Portman Woodward (Cambridge)**  
**Job Description: Support and/or Easter Revision Tutor**

<p><b>Post title:</b></p> <p><b>Hours of work:</b></p> <p><b>Remuneration:</b></p> <p><b>Responsible to:</b></p>	<p>Support and/or Easter Revision Tutor.</p> <p>By negotiation. Hours are not regular.</p> <p><i>Support Tuition:</i> The demand for 1:1 Support lessons is highest on weekdays after school (4pm to 6pm), on Saturday mornings (9.30am to 12.30pm), during the October and February half-term holidays and during the Christmas holiday. We liaise with tutors to agree a timetable that suits both tutor and student.</p> <p><i>Easter Revision:</i> The college runs Easter Revision courses from 9am to 5pm, Monday to Friday, across a three-week period in March/April. The minimum tutor commitment is 5 x consecutive half-days up to a maximum of three full weeks.</p> <p>According to the college's own pay scale ranging from £23.08 to £34.40 per hour for group tuition and £21.49 to £31.95 per hour for individual tuition.</p> <p><i>Support Tuition:</i> The Support Tuition Course Director.</p> <p><i>Easter Revision:</i> The Easter Revision Course Director.</p>
<p><b>Main duties and responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• <b>Teaching:</b> in the case of Support Tuition, responding to the needs of individual students to consolidate their learning at school and/or prepare them for forthcoming examinations; in the case of Easter Revision, delivering courses of specified content to groups of up to nine students.</li> <li>• <b>Planning and implementation:</b> preparing lessons in accordance with college policies and relevant examination specifications; maintaining an up-to-date knowledge of your subject and the means of assessment at GCSE and A-level.</li> <li>• <b>Assessment and examinations:</b> to set and mark homework in accordance with college policies.</li> <li>• <b>Administration:</b> maintaining appropriate records of attendance and assessment; providing written reports (at the end of each half term for Support students, and at the end of each course for Easter Revision students).</li> <li>• <b>Student welfare:</b> promoting and safeguarding the welfare of the students for whom you are responsible and with whom you come into contact.</li> </ul>

<b>Mander Portman Woodward (Cambridge)</b>			
<b>Person Specification: Support and/or Easter Revision Tutor</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>A good first degree in a relevant discipline.</li> </ul>	<ul style="list-style-type: none"> <li>Further subject-related qualifications.</li> <li>PGCE or other suitable teaching qualification.</li> </ul>	Production of the Applicant's certificates
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Experience of dealing with young people aged 14+, preferably within an educational context.</li> </ul>	<ul style="list-style-type: none"> <li>Recent experience of teaching your subject(s) at the relevant level(s).</li> <li>Involvement in the marking of GCSE and/or A-level examination scripts for a recognised Awarding Body.</li> </ul>	Contents of the Application Form  Interview  Professional references
<b>Skills:</b>	<ul style="list-style-type: none"> <li>An ability to communicate effectively both orally and in writing.</li> <li>An ability to devise and implement a range of teaching strategies to promote learning and enjoyment of a subject.</li> <li>An ability to carry out administrative tasks accurately and efficiently to meet tight deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>Good IT skills and an ability to use ICT to good effect in the classroom.</li> </ul>	Contents of the Application Form  Interview  Professional references
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Detailed knowledge of GCSE and/or A-level specifications and curriculum initiatives.</li> <li>An awareness of and commitment to the ethos of the college.</li> </ul>		Contents of the Application Form  Interview  Professional references
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>A genuine enthusiasm for your subject(s) and a desire to communicate this to students.</li> <li>A commitment to overcoming barriers to learning.</li> <li>An ability to inspire confidence.</li> <li>A positive attitude to the use of authority and maintaining student discipline.</li> <li>An ability to strike a good professional rapport with students, staff and parents.</li> <li>Being a positive role model.</li> </ul>		Contents of the Application Form  Interview  Professional references