



Job title: Mathematics Tutor
Responsible to: Head of Mathematics

Aiglon College is an international boarding school based in the Swiss Alps with a worldwide reputation for providing a challenging holistic education in an inspiring setting within a safe, caring and supportive framework. The School is CIS accredited, and caters for 375 students aged 8-18 representing 70 nations. Students prepare for IGCSEs and the IB Diploma Programme.

Teachers are expected to make a significant contribution to the ethos of Aiglon College. The expectation is that staff will be positive and contribute enthusiastically to the life and work of the school. The points listed in the job description below identify the key areas for which the teacher is responsible; additional responsibilities may arise from time to time at the reasonable request of the Head of School.

The school wishes to appoint, for August 2024, a Mathematics Tutor. Mathematics is a compulsory subject for students throughout the Junior and Senior schools.

JOB PURPOSE

To work in small groups or one-to-one with students in personalised tutoring sessions, supporting individual students with their specific care and educational requirements to enable them to achieve their academic goals.

TASKS AND RESPONSIBILITIES

A - PROFESSIONAL STANDARDS AND EXPECTATIONS

- Carry out teaching duties and exercise responsibilities in line with the Guiding Principles of Aiglon;
- Treat all members of the community, colleagues and students, with respect and consideration. Treat all students fairly, consistently and without prejudice;
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance;
- Read and adhere to the various policies of the school as expressed in the School Handbook and other agreed documentation, and support the ethos of the school by

- upholding the behaviour code, uniform regulations and other expectations;
- Be available to work on campus in good time to complete all necessary preparations and meetings before the start of term;
- Take personal responsibility for professional development (both pastoral and academic) and participate in staff training when provided, in line with the continued professional development programme of Aiglon;
- Reflect on personal and school practices in pursuit of continuous improvement. Participate in Professional Review and Development (PRD) activities;
- Ensure that all deadlines are met as published in the school calendar and as directed by the Deputy Head and Director of Learning;
- Undertake professional duties that may be reasonably assigned, including cover and exam invigilation;
- Be proactive and take responsibility for matters relating to health and safety;
- Support the school through regular attendance at various events in the School Diary (these may be religious, spiritual, sporting or cultural).

B – TEACHING AND REPORTING

- Teach personalised tuition sessions 1-1 and in small groups. These will happen during the school day, evenings and weekends.
- Address underachievement by providing personalised tuition and developing and implementing department strategies and approaches.
- Provide assessment to students and parents as required.
- Maintain notes and plans of lessons undertaken and records of students' work;
- Fulfil reporting requirements.
- Liaise with class teachers to ensure excellent attainment.
- Manage the behaviour of students in learning sessions and around the College.

C - COMMUNICATION AND MEETINGS

- Attend meetings when required;
- Ensure that communication is timely, relevant, respectful and pertinent;
- Liaise with parents to ensure excellent attainment.
- Assist where necessary with the school's promotional initiatives;
- Preserve and promote the good name of Aiglon in all dealings with the wider public.

OTHER TASKS AND RESPONSIBILITIES

- Undertake any other tasks which may be reasonably required by the Head of Maths to assist in the smooth running of the Maths Department.
- Understand and implement all school policies and procedures, particularly those relating to safeguarding children and young people
- Understand the School's Guiding Principles and uphold the ethos of the School at all times.

TMD/April 2024