



Responsible to	Headteacher, Curriculum Leader or Subject Leader where appropriate
Responsible for	<p>Student progress and achievement</p> <p>Effective teaching in the specified subject area</p> <p>Support staff assigned to the area</p> <p>Working collaboratively with Subject colleagues to develop the curriculum provision</p>
Purpose	<p>Maths Tutor is tasked with the responsibility of supplementing students' education by providing additional support and instruction outside of the standard classroom setting.</p> <p>Their primary role is to assist pupils in understanding mathematical concepts, from basic arithmetic to more advanced topics, according to the students' academic needs and curriculum requirements.</p> <p>They typically work one-on-one or in small groups with learners to ensure a more personalised teaching approach.</p> <p>The Tutor should have a strong understanding of the subject matter and be skilled at communicating complex ideas in a clear and understandable way. Here is a breakdown of some of their key tasks:</p> <p>Lesson Preparation:</p> <ul style="list-style-type: none"> • Crafting well-structured lessons that break down mathematical concepts into manageable segments. <p>Educational Support:</p> <ul style="list-style-type: none"> • Offering targeted teaching to help students grasp difficult mathematics topics and improve academic performance. <p>Problem Solving:</p> <ul style="list-style-type: none"> • Guiding students through specific issues and enhancing their problem-solving skills. <p>Academic Goals:</p> <ul style="list-style-type: none"> • Working towards achieving the individual academic objectives of each student.
Main Duties	<p>Lesson Planning and Preparation</p> <p>Maths tutors must develop structured lessons tailored to the learning pace and capability of each student.</p> <p>The preparation involves creating lesson plans that break down complex mathematical concepts into understandable segments, enabling students to grasp the subject progressively.</p> <p>Efficient lesson planning is crucial for maximising the educational benefit within the allocated tutoring time.</p> <p>Organisational Tasks Include:</p> <p>Time management</p> <p>Record keeping</p> <p>Resource allocation</p>



Other Duties	<p>Communication Skills Effective communication is crucial for a Maths Tutor. They must articulate complex mathematical ideas in an understandable manner and be responsive to the queries and educational needs of their students. Key Communication Aspects: Clarity of expression Active listening Feedback provision</p> <p>Organisational Skills Finally, a Maths Tutor needs excellent organisational skills. They are responsible for managing appointment schedules, tracking student progress, and preparing educational resources, often balancing multiple students' needs concurrently.</p> <p>To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the School's Safeguarding Policies. To comply with the Academy's Health and Safety Policy and statutory requirement as detailed in the Health and Safety at Work manual. To undertake any other duties not detailed above, commensurate with the level of the post.</p>
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In addition you will be required to fulfil any reasonable expectations from the Headteacher.

Person Specification – Department

	Selection Criteria (Desirable [D]/Essential [E])	How Assessed
Education and Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status (E) A degree in a relevant subject (E) Evidence of Continuing Professional Development (E) Further post-graduate qualifications (D) 	Application Form and Certificates
Knowledge and Experience	<p>Understanding and knowledge of:</p> <ul style="list-style-type: none"> The National Curriculum at KS3, KS4 and KS5 and specifications at GCSE level (E) Strategies for raising student achievement and attainment through effective teaching and learning (E) ICT and how it can impact on students' learning (D) Current methodology in the teaching of Science (E) <p>Successful Experience:</p> <ul style="list-style-type: none"> Excellent outcomes at GCSE in one of the Science areas (E) In the classroom – student/classroom management skills (E) The ability to deliver consistently good or better lessons (E) Understanding the importance of quality written feedback to students (E) The use of assessment data to identify underachievement and plan teaching and learning (E) 	Application Form, Interview and Selection Process
Skills and Attributes	<p>Skills and attributes in order to:</p> <ul style="list-style-type: none"> Set high expectations for students (E) 	Application Form, Interview and Selection Process



	<ul style="list-style-type: none">• Work as part of a team (E)• Take part in/lead extra-curricular activities (E)• Seek advice and support when necessary (E)	
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