



## **Maths Tutor Brighton JD (June 2019)**

<b>Job Title</b>	Tutor for Maths in Brighton (0.4 - 0.6) (Maths Entry 3 to Level 2 Functional Skills)
<b>Responsible to</b>	Curriculum Area Lead for English & Maths
<b>Location</b>	Dv8 Brighton

**Hours of work:** 2-3 days per week (can be timetabled flexibly to permit school drop-offs and pick-ups).

**Contract:** Permanent, 38 weeks per year, Term-time only.

**Salary:** £23-£24k pro-rata (based on an equivalent 35-hour p/w, 52 weeks per year full-time post)

**Closing date for application:** Wednesday 17<sup>th</sup> July 2019

**Interviews:** Friday 19<sup>th</sup> July 2019

**Context:** Dv8 Sussex is seeking a Maths tutor to teach Functional Skills Maths (E3 to L2) at our Brighton Centre. The Maths Tutor will deliver the Maths curriculum to L2 and L3 learners on vocational programmes.

**Start date:** w/c 2nd September 2019, with the term starting for students on 16<sup>th</sup> September 2019.

## **Key Responsibilities**

### **Teaching Learning and Assessment**

- Plan, deliver and assess Maths Functional Skills provision across vocational areas.
- Ensure that all student pre-enrolment information and initial assessment information is used to plan for effective delivery and differentiation of learning.
- Feed-into, and contribute to ILPs, student live files and 1-2-1 progress reviews to support Maths learning and evidence progress for every learner.



## EMPOWERING CREATIVE THINKERS

- Ensure assessment of learning is on-going, effective and delivered as per the assessment plan on the Scheme of Work.
- Support with basic administration with Functional Skills online testing.
- Support vocational staff to ensure that Maths is embedded throughout the curriculum and that opportunities to embed literacy skills are built into all curricula.
- Maintain accurate and timely records of learner attendance on Arbor register system.
- Report to Curriculum Area Lead on a regular basis regarding learner progress and predicted achievement.

### **Curriculum Planning**

- Ensure all course delivery and assessment meets the criteria set out by awarding bodies and within ESFA study programme funding guidelines
- Ensure that student profile information from the admissions process is used to develop and inform curriculum design, and the planning for learning.
- Create a positive environment for learning and set high expectations for learners regarding attendance, punctuality, engagement and achievement.
- Attend and play an active part in weekly Course Meetings.

This is not an exhaustive list of duties and responsibilities. The post holder will be expected to undertake other tasks and duties commensurate with the role.

### **Student Services**

- Liaise with parents and carers as and when required to support student achievement.
- In collaboration with teaching teams, put in place clear action plans for students identified as at risk of non-achievement in Maths

### **Person Specification**



## **EMPOWERING CREATIVE THINKERS**

### **Qualifications**

- Hold a formal teaching qualification at level 4 (CTLLS or equivalent) or above, or be willing to work towards a qualification.
- Preferably hold a Degree level qualification (ideally in a related sector area)

### **Knowledge and Experience**

- Experience of teaching Maths Functional Skills
- A demonstrable record of success in previous roles.
- Up to date knowledge of the subject area, syllabus requirements and appropriate teaching techniques; an awareness of requirements of awarding bodies.
- Knowledge and understanding of mechanisms for the identification, assessment and support of learner needs
- Understanding of equality and diversity within the curriculum, barriers to learning and strategies to overcome these

### **Personal attributes and qualities**

- Good organisational and administrative skills
- Good IT skills
- The ability to work flexibly as part of a team.
- The ability to make a contribution to the development of the curriculum and resources.
- The suitability to work with children and young people.
- Excellent communication and interpersonal skills.
- A good work ethic with the ability to work under pressure, to be flexible, thorough and accurate.
- A commitment to provide an outstanding and inspirational service to staff and students.
- A commitment to Dv8's core values, with particular focus on student success through high-quality teaching, learning and assessment.