

| <b>Mander Portman Woodward (Cambridge)</b><br><b>Job Description: Term-Time Subject Tutor</b> |  |
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| <b>Post title:</b>  | Term-Time Subject Tutor.   |
| <b>Hours of work:</b>   | By negotiation. The college working day is 9 am to 6 pm, Monday to Friday.   |
| <b>Remuneration:</b>  | According to the college's own pay scale ranging from £22.23 to £33.13 per hour for group tuition and £20.70 to £30.77 per hour for individual tuition.  |
| <b>Holiday entitlement:</b>   | College holidays as published in the college's prospectus, of which 28 days are paid leave.  |
| <b>Responsible to:</b>  | The Principal.   |
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| <b>Main duties and responsibilities:</b>  | <ul style="list-style-type: none"> <li>• <b>Teaching:</b> teaching students in accordance with their educational needs and the guidance provided in <i>Guidelines for Tutors</i>; employing a variety of delivery methods which will stimulate and maximise the quality of learning; promoting the development of literacy, numeracy and ICT skills and an awareness of SMSC issues through curriculum delivery; assisting with the identification of resource needs and contributing to the efficient and effective use of resources.</li> <li>• <b>Planning and implementation:</b> preparing lessons and a scheme of work 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/or A level.</li> <li>• <b>Assessment and examinations:</b> setting and marking homework, timed assignments and mock examinations in accordance with college policies and, where applicable, monitoring the production of coursework and ensuring students are entered for the correct examinations.</li> <li>• <b>Administration:</b> maintaining appropriate paper and computer-based records of attendance and assessment; providing individual oral and written assessments, reports and references for all the students whom you teach; participating in parents' evenings; completing relevant documentation relating to the tracking of individual students, particularly those with Individual Learning Plans; using all the data available to inform teaching and learning; uploading homework, other assignments and subject-specific materials on to the college's VLE.</li> <li>• <b>Discipline:</b> maintaining discipline in accordance with the college's procedures and in particular enforcing good practice with regard to attendance, punctuality, behaviour and standards of work.</li> <li>• <b>Meetings:</b> participating in and contributing to both departmental and college-wide meetings, discussions and training.</li> <li>• <b>Staff training:</b> attending a formal induction programme prior to the commencement of your normal teaching duties that will cover a range of issues including safeguarding and child protection; participating in the college's staff development programme and informing senior managers of any particular training needs.</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> <li>• <b>Health and safety:</b> ensuring you and the students for whom you are responsible adhere to college policies regarding relevant health and safety regulations.</li> <li>• <b>General:</b> reinforcing by appearance, general conduct and teaching the aims and values of the college as a whole; involving yourself in the extra-curricular aspects of college life.</li> </ul> <p><b>This list is not intended to be exhaustive and you may be required to undertake other comparable duties as MPW requires from time to time.</b></p> |

| <b>Mander Portman Woodward (Cambridge)</b><br><b>Person Specification: Term-Time Subject Tutor</b> |  |  |  |
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|  | <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<br><br>Interview<br><br>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<br><br>Interview<br><br>Professional references |
| <b>Knowledge:</b>  | <ul style="list-style-type: none"> <li>Knowledge of GCSE and/or A level specifications and curriculum initiatives.</li> <li>An awareness of likely developments affecting the delivery of subjects at Key Stage 4 and post-16 levels.</li> <li>An awareness of and commitment to the ethos of the college.</li> </ul>  | <ul style="list-style-type: none"> <li>An awareness of equal opportunities issues and how they can be tackled through teaching and learning strategies and other SEN provision.</li> </ul>   | Contents of the Application Form<br><br>Interview<br><br>Professional references |
| <b>Personal competencies and qualities:</b>  | <ul style="list-style-type: none"> <li>A commitment to safeguarding young people.</li> <li>A genuine enthusiasm for your subject(s) and a desire to communicate this to students.</li> <li>Patience and perseverance.</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> | <ul style="list-style-type: none"> <li>An interest in contributing to the extra-curricular life of the college.</li> </ul>   | Contents of the Application Form<br><br>Interview<br><br>Professional references |