

APPLICATION PACK

ADULT PROVISION

Maths Tutor

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June 2024



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

About Priestley College

Priestley College's mission is to inspire, challenge and support young people to ensure they excel both in learning and in life.

As a founder member of The Challenge Academy Trust the College is part of TCAT's aim to deliver a cohesive education pathway from primary through to sixth form.

We are a friendly and inclusive college with a consistent record of high achievement, offering around 70 A-Level, Vocational and T-Level courses.

Priestley students have a consistent record of achieving a pass rate of 99% or better in A-Levels and each year around 30 A-Levels see a 100% success rate. Similar accolades are secured in Vocational subjects and in T-Levels.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

Priestley was one of first colleges in the country to provide T-Levels and we also boast the UK's first dual rugby academy acknowledging the level of coaching received by both girls and boys.

There are now more than 2,000 students at Priestley who learn on a modern campus that we are constantly looking to improve. Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.

About the Post and How to Apply – Adult Learning Maths Tutor

We are looking for a tutor to deliver courses to adults (19+) that support the development of their maths skills up to level 2.

The course is designed for people who want to find out more about how to use maths skill in everyday situations and in the world of work.

Tutor will need to be confident supporting learners from a range of attainment abilities. It would be an advantage if candidates could also support the English and Maths needs of learners in the context of these sectors.

These courses will run throughout the year (term time only) up to a maximum of 32 weeks. All classes are up to 2-hours.

Available hours and location of classes will depend on learner enrolments for 2024 – 2025.

Responsible to: The Head of Faculty of Science Technology Engineering and Mathematics (STEM) - Adult College Manager

Contractual Terms: NJC Terms and Conditions for Support Staff in Sixth Form Colleges

Working Arrangements: Casual, Part-Time, Variable Hours (within term time)

Start Date: Required for September 2024 (subject to successful pre-employment checks including a DBS check *or a check against the DBS Update Service if registered*)

Salary: £23.54 per hour.

Pension Scheme: Local Government Pension Scheme

Application Deadline: 12 noon on 20th June 2024.

Interviews: It is anticipated that interviews will be held as soon as possible after the application deadline.

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Application Process:

The application form is in word format and **should be downloaded to your pc and saved**, then completed electronically (CVs will not be accepted). It is important that you complete all relevant sections of the form accurately. If you require assistance in completing your application, or require information providing in a different format, please contact HR. You are reminded that providing false information is an offence and could result in your application being rejected or summary dismissal if you are later selected and possibly referred to the police.

Your application should be returned to hr@priestley.ac.uk or in hard copy format by hand, or posted to the **HR Department, Priestley College Loushers Lane, Warrington, WA4 6RD**. Incomplete applications will not be considered.

Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, governors and volunteers to share this commitment. Our Safeguarding Policy and our DBS and Ex-Offenders Policy (incorporating our Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information) can be accessed on the link to our website, as given above.

As an organisation using the DBS (Disclosure and Barring Service) to help assess the suitability of applicants for positions of trust, Priestley College complies fully with the DBS Code of Practice. For information relating to the DBS please visit www.gov.uk/government/organisations/disclosure-and-barring-service/about and for information relating to the DBS Update Service visit www.gov.uk/dbs-update-service We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the **Child Workforce** (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their certificate, and their registration number to enable the College to carry out an on-line check. All information received will be treated in the strictest confidence and will not necessarily debar a candidate for consideration of appointment.

Equality and Diversity

The College as an Equal Opportunities employer aims to promote and maintain equality of opportunity as outlined in our Equal Opportunities Policy. We monitor the diversity of applicants. We would therefore ask you to support us in completing and returning our **Equal Opportunities Monitoring Form**. Information supplied will be treated in confidence and will only be used to assist our monitoring process. Applicants with a disability who meet the essential criteria will be guaranteed an interview.

Invitation to Interview

Applicants who are successful in being short-listed will be contacted by the HR Department by telephone and email and will be given details of interview arrangements. If you have not been contacted you should assume that unfortunately you have not been short-listed on this occasion. Applicants who require any special arrangements or adjustments should contact the HR Department prior to attendance at interview. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support them throughout the selection process.



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Evidence of Identity

Applicants invited for interview will be required to produce at interview evidence of their identity, i.e. a current valid Passport, a current Driving Licence, and/or a Birth Certificate (issued at the time of birth, full or short form). In addition a document issued within the last 3 months which confirms your current address (e.g. bank/building society statement or a utility bill – a mobile telephone bill is not acceptable). Also required is a document confirming a Right to Work in the UK (if applicable).

In addition, applicants will be asked to provide evidence at interview of qualifications which are relevant to the post applied for. If certificates are not able to be provided at the interview stage, they must be provided by the successful applicant *prior* to taking up appointment.

References (Safeguarding Requirement)

If you are invited to attend for interview, the College will approach your referees prior to interview. One of your nominated referees must be of a professional nature (i.e. from your **current or most recent employer**). Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people but have been employed in such a capacity previously we require one nominated referee from that employment.

Offer of Appointment

Any offer of employment with the College (TCAT) will be subject to mandatory pre-employment checks which will include a DBS check, satisfactory references, evidence of qualifications (e.g. teaching and professional certificates), proof of health and physical capacity to undertake the role (i.e. an occupational health check), and confirmation of the Right to Work in the UK (if applicable).

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Job Description: Subject Tutor (Adult Provision)

The purpose of the job is to ensure that all learners in the tutor's care receive from Priestley College the best possible learning opportunities related to realistic achievable learning goals.

The subject tutor is accountable to the Subject Area Head of Faculty and Adult Learning Manager.

KEY OUTCOMES OF THE JOB ARE:

- Healthy enrolment and retention of learners and high rates of success in specified learning goals.
- Learners who are informed, who feel confident in their learning and who enjoy the experience of the learning at Priestley College.
- A welcoming, pleasant and work-focused atmosphere in their learning environment.
- Colleagues who feel that an appropriate contribution is made to the work of the adult team.

KEY TASKS OF THE JOB ARE:

- To manage teaching and learning programmes for groups and individuals, assessing needs, identifying appropriate teaching and learning strategies and developing and using relevant resources.
- To monitor closely, assess the work and report the progress of individual learners of the subject in line with the College's arrangements for monitoring and assessing learners' progress and reporting and recording such information.
- To support learners in their learning through induction, guidance and performance management, recognising individuals' needs and in close liaison with the College's Adult Learner Service team.
- To be responsible for the accurate and timely administration of all matters related to student and course management, liaising closely with MIS and ensuring the requirements of all external agencies, including examination boards and awarding bodies are met.
- To keep abreast of subject and syllabus developments nationally so as to inform faculty planning in the area and ensure teaching and learning is relevant and up-to-date.
- To help market Adult courses and their subject area to prospective students of the College through such liaison and promotion activities as may be required.
- To seek out and take part in appropriate training opportunities as part of personal professional development and in response to the development needs of the College and of the subject area.
- To reflect upon and evaluate one's own performance, undertaking professional review in line with the College's Quality Assurance framework.
- Perform the normal duties of a teacher in Priestley College.
- To be aware of learners' maths and English needs and support them via a differentiated teaching approach, with referral to the Adult College Manager where appropriate.

Person Specification: Adult Provision- Maths Tutor (part-time, hourly paid)

All Staff must make a positive contribution to:

- The College’s Safeguarding and Equality and Diversity practices
- The pursuit of excellence and the highest standards of quality in all aspects of College life
- Their own professional development, in accordance with the needs of the college
- Priestley College’s mission statement

	Essential	Desirable	Identified by
Relevant Experience			Application Interview References Certificates
Teaching to L2 or above in a maths	✓		
Teaching of basic skills and up to level 2 e.g. Functional Skills or GCSE	✓		
Successful experience of teaching in a post-16 environment		✓	
Experience of teaching highly diverse groups of students: wide range of ages, previous maths attainment, motivational factors	✓		
Education and Training			
Sector based qualification at level 3 or higher	✓		
Relevant teaching qualification	✓		
Teaching of adult learners (19+)		✓	
Teaching within a college environment		✓	
Motivating and creative lesson/course planning	✓		
Knowledge and Abilities			
Excellent organisational, administration and presentation skills and confident use of email	✓		
Confident to identify and support maths and English skills issues within the subject	✓		
Strong IT Skills	✓		
Personal Qualities			Application Interview References
Self-motivated with the ability to work independently	✓		
Team player with good communication and interpersonal skills	✓		
Enthusiasm, endless energy and dedication to task	✓		References

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A flexible approach to work	✓		Certificates
Reliable and efficient	✓		
Excellent attendance and punctuality	✓		
Able and willing to take responsibility	✓		
Safeguarding			DBS Certificate
Suitable to work with children and young adults and/or vulnerable adults	✓		
Willingness to apply for an Enhanced Disclosure and Barring Service (police) check (or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service)	✓		