

Maths Tutor

Job Title	Maths Tutor
Whole school area of accountability:	Responsibility for area of the curriculum
Setting:	Headteacher
Contract:	Crisp Vocational Provision
Hours:	Permanent
Salary:	5 days per week, 39 weeks per year. 8:30-4:30 (including unpaid break of 30 minutes) £25,000-£30,000

Main purpose of the job:

- To plan, deliver and assess an engaging maths curriculum for secondary school aged students in an alternative provision setting. The tutor will inspire and motivate learners who may have faced barriers in mainstream education, helping them develop practical vocational skills, personal confidence, and a positive attitude towards learning and employment.

Key responsibilities:

- Deliver high-quality teaching and learning in maths, tailored to the needs of students aged 11–16.
- Adapt teaching methods to support learners with diverse needs, including those with SEMH (Social, Emotional and Mental Health) challenges, SEND, or who are at risk of exclusion.
- Develop schemes of work and lesson plans that incorporate real-life contexts and practical applications of maths and link to accredited outcomes within the Functional skills level 1 and 2.
- Ensure a safe working environment by following and promoting health and safety procedures within the classroom.
- Track, monitor, and report on student progress, attendance, and behaviour.
- Provide constructive feedback, guidance, and support to encourage student achievement and resilience.
- Collaborate with all staff and external agencies to meet learners' academic, vocational, and pastoral needs.
- Promote positive behaviour, respect, and employability skills in line with provision values and policies.
- Maintain equipment and resources to ensure a safe, organised, and effective learning environment.
- To be responsible for the identifying of own training needs, and to complete statutory and mandatory training as required.

Teaching and Learning:

As a Provision tutor, you'll need to:

- Prepare and deliver lessons to classes of different ages and abilities.
- Mark work, give appropriate feedback and maintain records of pupils' progress and development.
- Research new topic areas, maintaining up-to-date subject knowledge, and devise and write new curriculum materials.
- Select and use a range of different learning resources and equipment.
- Prepare students for qualifications and external examinations.

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- Manage student behaviour in the classroom and on school premises, apply appropriate and effective measures in cases of misbehaviour.
- Undertake pastoral duties, such as taking on the role of form tutor, and supporting students on an individual basis through academic or personal difficulties.
- Communicate with parents and carers over students' progress and participate in departmental meetings, parents' evenings and whole-school training events.
- Liaise with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers.
- Organise and participate in extracurricular activities, such as outings, lunchtime clubs, social activities and sporting events on occasion.
- Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).
- To deliver the Pearsons BTEC Functional Skills Maths Qualifications (Level 1 and 2)
- Develop the Maths FS curriculum.

Personal Attributes and Professional Competencies:

- To understand and comply with the setting's Child Protection Policy/Guidelines.
- To be able to carry out the duties and responsibilities of the post in compliance with the School's Equal Opportunities Policy.
- To understand and comply with the setting's Health and Safety Policy in the performance of their duties and responsibilities and share with appropriate staff within setting.
- To understand and comply with all other relevant setting policies and Employee Code of Conduct.
- To maintain confidentiality and observe GDPR and associated guidelines where appropriate.
- To be able to promote professional co-operation and effective team working within the setting and offer help, support & advice where appropriate.
- To be able to contribute to the implementation of the overall aims/ethos work of the provision.
- To be able to act with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard the assets, financial probity and reputation of the provision.
- To be able to select and successfully apply different methods for communicating effectively with colleagues and stakeholders.
- To be able to carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post.
- To be proactive in developing professional relationships and communications with parents and other professionals/agencies.
- To uphold the ethos of Crisp Vocational Provision.

Signed: _____

Dated: _____