

Job Description

Post Title: Maths, English & ESOL Cover Tutor
Responsible to: Head of Department

Purpose of the role

The key function of the role is to support the department in driving student progress and to cover lessons in a supervisory role for teaching staff in their absence whilst maintaining a small amount of dedicated teaching hours in either English and/or Maths.

When not covering lessons the support officer will be expected to engage in activities as detailed below.

Key Tasks:

1. Supervising work that has been set in accordance with departmental plans.
2. Liaising with teaching staff with regard to work set for a class.
3. Managing the behaviour of students to ensure a constructive environment whilst undertaking work.
4. Responding to any questions from students about process and procedure.
5. Dealing with any immediate problems or emergencies in accordance with policies and procedures.
6. Collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader.
7. Reporting back, as appropriate, using the agreed referral procedures, on the behaviour of students during the class, and any other issues arising.
8. To actively respond to strengths or areas for development from students' assessment results upon advice from tutors and to use this information to incorporate strategies to improve student performance and success rates whilst enhancing the learning experience when supporting in the classroom.
9. To monitor and promote positive behaviour for learning, following college procedures for any unacceptable behaviour.
10. To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities.
11. To support the work of one or more curriculum areas.
12. To take part in whole school INSET activities to enhance job effectiveness.

13. To support the work of classroom teachers and departmental leaders when not deployed directly covering a class.
14. To support and contribute to the development of an “activity bank” of resources.
15. Invigilate internal and/or external examinations.
16. To contribute to the safeguarding of learners.
17. Attendance monitoring and reporting for English and Maths.

Required Qualifications

- GCSE maths and English grade C qualifications or recognised equivalent to be attained within the probationary period
- Qualified to L3 standard or Degree

Knowledge

- Relevant and current knowledge of tutorial practices and standards both academic and pastoral
- Knowledge and understanding of excellent teaching, learning and assessment practices and quality assurance
- Up-to-date and general awareness of Equality & Diversity and Safeguarding practice within an educational setting

Competencies

- Effective communication skills and able to work flexibly as part of the College team
- ICT competent/e-learning/ILT
- Proficient in problem solving and conflict management skills
- Must be a strong communicator both written and verbally
- Able to act as a pastoral tutor
- Able to work with individuals from a wide range of diverse backgrounds
- Ensure all policies are implemented
- Positive, friendly, well organised and able to motivate others
- Student Centred and logical approach when planning, tracking and interacting with curriculum staff
- Undertake admin work, maintaining records, monitoring, reviews and evaluations in line with quality standards

The post holder will be expected to undertake other tasks/duties as directed by the Head of Department are commensurate with the expected responsibilities of the role.

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

Variation to this Job Description

This is a description of the job as it is at present, and is current at date of issue. The Job Description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

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

The successful candidate will be required to apply for an Enhanced Disclosure in accordance with Part V of the Police Act 1997. Further information about the Disclosure scheme can be found at www.gov.uk