



Wright Robinson College

Executive Headteacher: Martin Haworth

Mathematics Tutor: Job Description

JOB TITLE

Mathematics Tutor

SCALE/SALARY

Grade 5 SCP 17 £31,022 FTE. Actual Salary term-time only £25,998.

RESPONSIBLE TO:

Headteacher, Deputy Headteacher, Assistant Headteacher, Head of Department

JOB PURPOSE

To work 1:1 with students, or in small groups to assist with the teaching & learning of all mathematics courses offered at Key Stages 3 and 4 (GCSE). This will involve monitoring of students' progress and performance in order to ensure that expected learning outcomes are achieved.

Duties and Responsibilities

1. To tutor throughout the age and ability range as directed by the head of maths. This may be small group tutoring, 1-1 support or in-class support.
2. To assess and record pupils' progress within the guidelines of the agreed procedures of the faculty.
3. To maintain an up-to-date knowledge and understanding of the requirements of the mathematics curriculum.
4. To work as an important member of a team committed to supporting the teaching of mathematics, developing resources to support the needs of the students.
5. To work collaboratively and co-operatively in a way that is conducive to maintaining the efficient management and organisation of the college, which includes weekly duties.
6. To assist in the delivery of maths qualifications and to have a knowledge and understanding of the subject, its requirements and related pedagogy.
7. To engage in a process of continuing professional development in order to acquire the knowledge, skills and understanding needed to support our students.
8. Have an awareness of and implement Health & Safety legislative requirements and procedures in order to maintain a safe teaching environment.
9. To contribute to all aspects of work in the faculty and ensure that it continues to offer students a safe and stimulating environment.

10. To contribute to the overall ethos, work and aims of the College.
11. To establish constructive relationships and communicate with other professionals.
12. Any other duties that may be required, commensurate with the grade of the post.
13. To have a flexible and can-do approach with the ability to respond to the needs of the College.
14. To contribute to the overall ethos, work and aims of the College.
15. To participate in training and other learning activities and performance development as required.
16. To recognise own strengths and areas of expertise and use these to advise and support others.
17. To be aware of and comply with the College's Safeguarding Procedures, Health and Safety requirements, confidentiality and data protection policies.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.