

## JOB DESCRIPTION

<b>Job Title:</b> Mathematics Tutor	<b>Service Area:</b> Academic
<b>Line Manager:</b> Head of School	
<b>Full Time / Part Time:</b> Part time (2 days per week)	<b>Working Hours:</b> 8:30am to 5:15pm
<p><b>Job Purpose:</b> Putting student learning at the centre of everything they do, the Mathematics teacher will be responsible for delivering at A-Level standard</p>	
<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Subject lead</b></li> <li>• Plan and deliver the A Level Math curriculum</li> <li>• Be responsible for a resource area in Mathematics</li> <li>• Deliver learning programmes in line with individual needs of students</li> <li>• Plan, prepare and deliver highly innovative lesson plans, schemes of work and teaching resources in line with the School ethos and development plan</li> <li>• Accurately assess student work, give appropriate feedback, and maintain records of students' progress and development</li> <li>• Maintain up-to-date subject knowledge, and devise and write new curriculum materials;</li> <li>• Be familiar with a range of different learning resources</li> <li>• Raise achievement and student attainment to the highest academic level</li> <li>• Create a safe, healthy classroom environment.</li> <li>• Liaise with the academic study team in supporting an international student cohort</li> <li>• Manage student attendance, behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of missed attendance and misbehaviour in line with School policies</li> <li>• Safeguard the wellbeing of students in line with School policy</li> <li>• Work closely with the School's pastoral team and academic study team in order to guide, induct and manage individual learning needs</li> <li>• Undergo regular lesson observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)</li> <li>• Maintain professional standards at all times</li> </ul>	



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- Work towards and contribute to the aims and objectives of the School's and department's development plan
- Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate.

**Rehabilitation of Offenders Act**

***“This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”***

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are ‘spent’ under the provision of the Act.

We are committed to carefully screening all applicants who will work with children, young people and adults with care and support needs [delete where applicable]. All applicants will be expected to undertake employment checks, a Disclosure & Barring Service check and provide previous employment references.

**PERSON SPECIFICATION**

Category	Criteria	Essential =E Desirable= D	How assessed
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Educated to degree level mathematics</li> </ul>	Essential	Application
	<ul style="list-style-type: none"> <li>• Has got a relevant PGCE</li> </ul>	Essential	Application
	<ul style="list-style-type: none"> <li>• Min. 5 years' experience in teaching Mathematics A level / GCSE</li> </ul>	Essential	Application
	<ul style="list-style-type: none"> <li>• Experience working with international students</li> </ul>	Desirable	Interview
<b>Knowledge, Skills &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Passionate, proactive and enthusiastic about teaching mathematics</li> </ul>	Essential	Interview
	<ul style="list-style-type: none"> <li>• Well-organised, with excellent classroom management</li> </ul>	Essential	Interview
	<ul style="list-style-type: none"> <li>• Ability to work independently</li> </ul>	Essential	Interview
	<ul style="list-style-type: none"> <li>• Ability to work collaboratively in a small team</li> </ul>	Essential	Interview
	<ul style="list-style-type: none"> <li>• Confident and able to use internet, email, word processing software, data management apps, spreadsheets and other common workplace applications</li> </ul>	Essential	Interview
	<ul style="list-style-type: none"> <li>• Good time management with proven organisational skills</li> </ul>	Essential	Interview
	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> </ul>	Essential	Interview
	<ul style="list-style-type: none"> <li>• Able to multitask, to prioritise work load and to delegate</li> </ul>	Essential	Interview
	<ul style="list-style-type: none"> <li>• Level 2 First Aid</li> </ul>	Desirable	application



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Other Requirements	<ul style="list-style-type: none"><li>Enhanced DBS Check</li></ul>	Essential	application
	<ul style="list-style-type: none"><li>Knowledge of confidentiality</li></ul>	Essential	Interview
	<ul style="list-style-type: none"><li>Knowledge of safeguarding children and young people</li></ul>	Essential	Interview

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