

English/Maths Tutor

Pay Range: Unqualified Scale

Responsible to: Senior Progress Leader for English/Math

Start date: To be confirmed with the successful candidate

The role: This is a rewarding opportunity to work closely with young people in order to raise attainment and reduce gaps in knowledge. This will involve small group tuition with both KS3 and KS4 students. Sessions will range from developing key literacy and numeracy skills with year 7 to working on GCSE questions with year 11. The Tutor will plan high quality teaching sessions suited to the needs of the group. They will liaise with class teachers, the SEN Department and the Senior Progress Leader for English/Maths. The Tutor will assess students' work and report on their progress. The Tutor will be prepared to deliver sessions either in person or virtually.

Job Description - Duties and Responsibilities

Working with teachers and support staff

- To plan high quality sessions to develop key knowledge and skills at both KS3 and KS4. These may be delivered in person or virtually.
- To liaise with classroom teachers and the Senior Progress Leader for English/Maths to identify focus areas for intervention. To provide objective and accurate feedback/reports to teachers.
- To have a secure knowledge of the English or Maths curriculum, AQA GCSE English Literature and Language syllabus and the Pearson (Edexcel) Maths syllabus.
- Monitor and evaluate student responses to learning activities through a range of assessment strategies.
- Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self-control and independence.
- Support the role of parents in students' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement etc.

Working with students

- Deliver individual or small group English/Maths intervention sessions. This may be virtually or in person.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion of all students by planning sessions which support and scaffold learning to challenge all pupils based on their abilities and individual needs.
- Encourage students to interact and work cooperatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students on their progress and reward successes.
- To promote reading for pleasure and encourage students to proof-read for spelling, punctuation and grammar.

Working at The Stanway School

- Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and the progress of students.
- To undertake relevant CPD and training if required.
- Undertake examination invigilation if required.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

Experience and qualifications

- Experience working with young people in a learning environment.
- Appropriate qualifications to teach English or Maths. This could include:
 - PGCE in English or Maths.
 - A Level English or Maths.
 - Excellent Literacy skills or Numeracy skills
 - Strong subject knowledge.

Knowledge/Skills

- Secure subject knowledge in English/Maths to deliver sessions both at KS3 and KS4.
- Understanding that a range of factors can impact on student achievement and commitment to personalising learning for pupils.
- Can use ICT effectively to support learning and deliver sessions virtually if necessary.
- Constantly improve own practice/knowledge through self-evaluation and learning from others.
- Ability to build relationships with students and engage all pupils in learning.
- To understand classroom roles/responsibilities and work as part of a team both with teachers and support staff.
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment and build relationships with students.
- To provide clear and timely feedback to class teachers using accurate marking.
- Able to plan engaging tasks to develop student learning.

Aptitudes

- Work effectively as part of a team and contribute to group thinking, planning etc.
- Effective time management.
- Build rapport with adults and students
- To be flexible.
- Use your own initiative and work independently.
- Excellent communication skills with adults and students, verbally and in writing.
- Motivate, inspire and have high expectations of students.
- Creative approach to problem solving.
- Ability to adapt quickly and effectively to changing circumstances/situations.
- Work calmly under pressure.
- Committed to personal and professional development.
- Awareness of, and commitment to, equalities issues.
- Ability to record and assess student progress/performance etc.