**Maths Tutor**

**Easington Academy**

Applicant information pack

**Maths Tutor**

**Required as soon as possible**

**£25 per hour for those with Qualified Teacher Status or equivalent or £15 per hour for non QTS**

We are seeking to appoint an enthusiastic, motivated and ambitious professional to join our Maths department, someone with high expectations and the determination to make a significant difference to our students. We are looking for a someone with drive, energy, a genuine love for teaching and learning and a passion for Maths; someone who has the vision and determination to ensure our students receive excellence every day.

This appointment will be based in Easington, where we have an exciting opportunity for you to join a school that is undergoing real change.

Your role as One to One Maths Tutor will include:

* Deliver intervention programmes to individuals
* To plan and prepare group lessons
* Assist in the development of suitable intervention material.
* Support exam revision sessions as required

**Deadline:**

18th December 2020, interviews taking place week commencing 4th January 2021.

**How to apply:**

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to leah.robson@easingtonacademy.co.uk or by post to Leah Robson, Support Services Manager, Easington Academy, Stockton Road, Easington, SR8 3AY.

**Job description**

**Post title:** Maths Tutor

**Responsible to:** Head of Mathematics

**Job Purpose:**

* Carrying out the professional duties of a tutor as circumstances may require and in accordance with Trust policies, under the direction of the Head of School.
* Promoting the achievement of high standards through effecting mentoring, teaching and learning within subject area, preparation and evaluation
* Being central in the delivery of the ECM agenda, paying regard to the provision of personalisation for students.
* Modelling the vision and values of the Trust.
* Being part of the team of North East Learning Trust.
* Receiving and acting on feedback to build on the strengths and improve personal performance within the Academy systems.
* Recognising, promoting and celebrating diversity.

**Duties and Responsibilities:**

* Deliver intervention programmes to individuals preparing relevant and appropriate learning experiences in conjunction with the Department staff.
* Discuss reasons for underperformance with students, through interview.
* Assist in the development of suitable intervention material.
* Keep a log on students who undertake intervention and assist on the recording and reporting procedures.
* Liaise regularly with the Head of Mathematics and teachers to inform them of progress and provide relevant feedback.
* Support exam revision sessions as required.
* To attend Maths departmental meetings as required.
* To work with other professionals such as the Pastoral Team, Directors of Learning and Assistant Learning Mentors to support students.
* To comply with the Trust’s Child Safeguarding Procedures including regular liaison with the Academy’s Designated Child Safeguarding Person over any safeguarding issues or concerns;
* To comply with the Trust policies and procedures at all times.
* Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
* To assist in the development of appropriate lesson plans, resources, schemes of work and teaching strategies in numeracy.
* To contribute to the Curriculum Area’s development.
* To plan and prepare small group lessons.
* To report on the pupil’s progress, achievement and attendance.
* To take part in the academy’s staff development programme by participating in arrangements for further training and professional development as required.
* To continue personal development

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

**General**

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

**Health and Safety:**

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

* To report any incidents/accidents and near misses to your line manager
* To ensure own safety and safety of all others who may be affected by the Trust’s business

**Safeguarding**

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student’s welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust’s policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

**Person specification**

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| --- | --- | --- |
|  | Essential | Desirable |
| Education/training | * Degree in Maths. * AS/A2 level in a Maths * Willingness and ability to obtain and/or enhance qualifications and training for development in the post | * Qualified Teacher Status |
| Experience |  | * Experience of working in a school environment. * Experience and knowledge of issues affecting students and young people and how to offer supportive assistance |
| Aptitude and skills | * Ability to support students with Maths work up to GCSE level * Excellent communication and listening skills * Ability to respect and maintain confidentiality * Working knowledge of standard computer packages (word processing, email and spreadsheets) * Good time management and organisational skills * Ability to work with students and have a real interest in the issues faced by this age group | * Ability to support students with Maths work up to A Level |

**References:**

Any relevant issues arising from references will be taken up at interview.

**DBS and pre-occupational health:**

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.