

MATHS TUTOR

Harrytown Catholic High School are looking to appoint a Tutor to join our Maths Team as soon as possible. As a Tutor, you will support identified students from Year 7 to 11, either in small groups or on a one-to-one basis.

The successful candidate will be confident in GCSE level maths.

JOB DESCRIPTION

- Carrying out the professional duties of a tutor as circumstances may require and in accordance with School policies.
- Promoting the achievement of high standards through effective mentoring, preparation, teaching & learning and evaluation within subject area
- Modelling the ethos and values of the school
- Receiving and acting on feedback to build on the strengths and improve personal performance
- Recognising, promoting and celebrating diversity.

JOB SUMMARY

- To plan, prepare and carry out small group tutoring of students specifically in mathematics,
- Plan interventions for individuals or small groups of students
- Use pupil data to implement provision for catch up
- Use effective assessment techniques to assess progression of students during and following Interventions
- Lead on improving rates of progression for identified students by liaising with key stakeholders about their learning.
- Identify gaps in knowledge and skills using assessment for learning in order to plan and deliver progression over a series of interventions over time in collaboration with the class Teacher and Subject Leader
- Assess and record impact of interventions over time
- Discuss reasons for underperformance with pupils to remove any potential barriers
- Assist in the development of suitable intervention material, appropriate lesson plans, resources, schemes of work and teaching strategies.
- Keep a log on students who undertake intervention and assist on the recording and reporting procedures
- Support exam revision sessions as required
- Attend maths departmental meetings as required
- Work with other professionals such as Learning Mentors and Teaching Assistants to support pupils
- To continue personal development in the relevant areas including subject knowledge and teaching methods.

GENERAL

1. To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
3. To comply with the school's policies and procedures at all times.
4. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.
5. To ensure work is conducted in a way that protects the safety and security of information.
6. To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to

undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION	
Qualifications & Training	Essential/Desirable
QTS	D
Degree or equivalent in Maths	D
AS/A2 level in Maths	D
GCSE in Maths	E
Knowledge, skills and Experience	Essential/Desirable
Previous experience of working with young people	E
Knowledge of Key Stage 3 / Key Stage 4 Maths curriculum	E
Relevant teaching experience	D
Ability to relate effectively and confidently to young people with consistency and understanding	E
Ability to present and articulate with clarity and deliver in an engaging way that is appropriate for the target audience	E
Secure knowledge and understanding of how to make effective personalised provision for all students who have special educational needs, including those for whom English is an additional language	D
Skills & Key Criteria	Essential/Desirable
Ability to prioritise workload effectively to meet deadlines	E
Excellent communication and inter-personal skills, including tact, calmness and diplomacy	E
Ability to motivate students and to recognise and respond to the diverse needs of learners	E
Ability to design opportunities for learners to develop their numeracy, literacy, thinking and learning skills	E
Ability to support students with maths work up to GCSE level	E
Excellent communication and listening skills	E
Ability to respect and maintain confidentiality	E
Working knowledge of standard computer packages (word processing, email, PowerPoint and spreadsheets)	E
Good time management and organisational skills	E
Personal Attributes	Essential/Desirable
A supportive and co-operative team member	E
Commitment to improving practice through reflection, appropriate professional development of oneself and others. Being open to receiving advice and feedback	E
Energy, enthusiasm, determination and an insistence on high standards	E
A willingness to learn new skills and approaches	E
Ability to relate to students, parents and carers, colleagues and other partners	E
A passion for the value your subject can bring to students and a commitment to the ethos of the wider life of the School	E
Be able to work under pressure, prioritise and manage time effectively	E
Be a reflective practitioner	E

Commitment to equal opportunities policies	E
Have a good sense of humour	E
Be willing to respect the distinctive nature of our school	E
Safeguarding	Essential/Desirable
Commitment to the protection and safeguarding of children and young people	E
Ability to provide satisfactory references and enhanced DBS checks	E

November 2022