

# Job Description

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<b>Job Title:</b>	Maths or English Tutor
<b>Reports to:</b>	Maths and English Coordinator
<b>Department:</b>	Education
<b>Salary:</b>	£31,100- £34,785
<b>Contract:</b>	Full time over 52 weeks

## Purpose

To support our students to develop their literacy and numeracy skills, whether that be working towards qualifications or specific milestones. This includes delivering bespoke interventions to help our students.

This involves not only preparing students for adulthood but also leading and guiding staff, all in alignment with our organisational values:

Equality

Empowerment

Respect

Sustainability

## Tutor Responsibilities:

- Ensure that all students within your area of responsibility receive a safe and empowering learning experience, which meets both their individual needs and that of their EHCP outcomes, with stretch and challenge to be as successful as possible in adult life.
- To deliver innovative, timely and effective teaching, learning and assessment, which enhances the progression opportunities for students to achieve the intended destinations through effective planning, implementation and record keeping.
- Be innovative and pro-active in developing, age appropriate, learning resources that enhance the learning of students and make effective use of the community to support learning.
- Be a reflective practitioner that is always striving for improvement, actively contributing to the quality cycles and proactive in professional continuous learning.
- Work collaboratively with tutors, learning support assistants and other staff for the benefit of students and ensure effective embedding into all aspects of learning.
- Take responsibility for the delivery, monitoring and achievement of qualifications and RARPA achievement of students within your area of responsibility.
- Ensure all processes and procedures are adhered to for the benefit of students and staff.

## General Responsibilities for all Staff:

- Ensure that all beneficiaries are treated with dignity and respect.
- Empower students and residents to maintain their personal independence and confidentiality.

- Contribute positively to a high-quality teaching, learning and caring environment.
- Comply with health & safety and safeguarding regulations.
- Any other reasonable duties commensurate with role as required.

# Person Specification

## Education & Qualifications

Attribute	Criteria	Evidence
PGCE / CertEd teaching qualification or equivalent	Essential	Certs
Qualification in understanding of special education needs	Desirable	Certs
Level 3 or above in English and Maths	Essential	Certs
Educated to Level 3 in required subject	Essential	Certs
Evidence of recent and ongoing continual professional development	Essential	App Form & Int
Assessor qualification – D32 / A1 / TAQA or willingness to work towards	Desirable	Certs

## Experience, Knowledge & Abilities

Attribute	Criteria	Evidence
Evidence of teaching and relevant curriculum knowledge	Essential	App Form & Int
Ability to use IT to enhance learning experience	Essential	App Form & Int
Maintains current knowledge of English and Maths assessments	Essential	App Form & Int
Experience of working with young people with learning needs	Desirable	App Form & Int
Experience of quality assurance and quality improvement	Desirable	App Form & Int
Experience of delivering and assessing RARPA	Desirable	App Form & Int
Experience of delivering and assessing qualifications	Desirable	App Form & Int
Experience of managing budgets effectively	Desirable	App Form & Int

## Interpersonal Skills & Qualities

Attribute	Criteria	Evidence
Skilled communicator and effective both orally and in writing	Essential	App Form & Int
Evidence of developing and maintaining effective internal and external stakeholder relationships	Essential	App Form & Int
Be accountable and responsible for your own performance	Essential	App Form & Int
Able to manage workload with completing deadlines	Essential	App Form & Int
Has a genuine desire to improve the lives of both our students and residents and is passionate about equality, diversity and inclusion	Essential	App Form & Int
Self-motivated and proactive approach	Essential	App Form & Int
Flexible approach to work and hours of work	Essential	App Form & Int

*Note: This job description and person specification is not an exhaustive description – it is a guide and will be subject to review to meet the service / business needs.*