Casual Tutor
Maths and English

Job Description

JOB PURPOSE

Oak Learning Partnership is looking to appoint a number of Maths and English Tutors to join our Trust as soon as possible on a casual, as-and-when-required basis.
These roles will be deployed according to need across our three secondary schools:

- Blackburn Central High School
- Hazel Wood High School
- Philips High School

This is a unique opportunity to join Oak Learning Partnership and make a significant contribution to the work of our secondary schools, supporting pupils to achieve success in Maths and English.
As a Maths or English Tutors, you will provide targeted academic support to identified pupils, working either with small groups or on a one-to-one basis.
Through a well-organised and responsive approach, you will help pupils to address gaps in their knowledge and understanding, build confidence and develop the skills required to make progress and achieve success.
You will work collaboratively with class teachers, subject leaders and senior leaders to ensure that Tutoring is aligned with the curriculum, responds to pupils' identified needs and contributes to improved educational outcomes

KEY RESPONSIBILITIES

The Maths or English Tutor will:

1. Deliver high-quality, targeted tutoring to identified pupils through a structured and organised approach designed to improve their knowledge, understanding, confidence and attainment.
2. Support pupils to make strong progress by identifying and addressing specific gaps in their learning.
3. Meet with the relevant class teacher or subject leader before Tutoring begins to:
    - identify pupils' areas for development;
    - understand their individual learning needs;
    - agree the intended outcomes;
    - plan appropriate programmes of support; and
    - ensure that Tutoring complements the curriculum being delivered in school.
4. Establish positive and professional relationships with pupils, creating a purposeful and inclusive environment in which they feel supported and challenged to succeed.
5. Plan and deliver activities that are appropriately sequenced, ambitious and responsive to pupils' starting points.
6. Use assessment and checks for understanding to identify pupils' progress and adapt subsequent Tutoring accordingly.
7. Maintain regular communication with the relevant class teacher or subject leader throughout the period of support.
8. Provide clear and timely feedback to teachers, subject leaders and senior leaders regarding pupils' engagement, progress and next steps.
9. Maintain appropriate records of attendance, provision, pupil progress and agreed outcomes.
10. Liaise, as required, with a range of stakeholders, including headteachers, senior leaders, class teachers, subject leaders, Trust leaders and parents or carers.
11. Contribute to Oak Learning Partnership's inclusive culture and its ambition for every pupil to flourish and achieve success.

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GENERAL RESPONSIBILTIES

The postholder will:

1. Be aware of and comply with all Trust and school policies and procedures relating to safeguarding, child protection, inclusion, health and safety, security, confidentiality and data protection.
2. Report safeguarding concerns immediately and in accordance with the relevant school's safeguarding and child protection procedures.
3. Understand and comply with current statutory safeguarding guidance, always promoting and protecting the welfare of children.
4. Maintain high professional standards and carry out the role in a way that promotes ambition, inclusion, equity and respect for diverse perspectives.
5. Ensure strict confidentiality in all areas of work.
6. Process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation.
7. Protect the safety and security of information by following agreed procedures for passwords, records, data breaches and the secure disposal of information.
8. Participate in relevant induction, training, professional development and other learning activities as required.
9. Work collaboratively with colleagues across Oak Learning Partnership and contribute positively to the wider work and values of the Trust.
10. Undertake other reasonable duties, commensurate with the postholder's competence and experience, in response to the changing needs of the organisation.

Person Specification

CRITERIA	**Experience, Qualifications and Training:** On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:

ESSENTIAL	DESIRABLE
• Be educated to at least A-level standard, or equivalent, in a relevant subject. • Demonstrate strong and secure subject knowledge in Mathematics or English. • Understand how pupils learn and the potential barriers that may affect their progress. • Understand the importance of safeguarding, child protection, health and safety, confidentiality and professional conduct. • Be able to support pupils in developing their knowledge, understanding, confidence and independence.	• Qualified Teacher Status. • A PGCE, Certificate in Education or another relevant teaching qualification. • A relevant degree or professional qualification. • Significant, demonstrable industry experience relevant to Mathematics or English. • Previous experience of teaching, tutoring or mentoring young people. • Experience of delivering targeted academic intervention or examination preparation. • Knowledge of the secondary Mathematics or English curriculum and relevant GCSE specifications.

CRITERIA	**Ability, Skills and Knowledge:** In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:

ESSENTIAL

Essential:

- Effective planning and delivery of structured learning.
- The ability to translate strong subject knowledge into clear, accessible explanations.
- Effective questioning and checking for understanding.
- The ability to identify gaps in pupils' knowledge and adapt support accordingly.
- High expectations of pupils' engagement, conduct and achievement.
- Effective behaviour management.
- Strong organisational and personal management skills.
- Effective time management and the ability to meet agreed deadlines.
- The ability to establish positive working relationships with pupils and staff.
- The ability to work independently while contributing effectively as part of a wider team.
- Clear and effective written and verbal communication.
- Competence in using digital technology to support teaching, communication and record-keeping.
- The ability to provide clear and constructive feedback on pupils' progress and next steps.

Desirable:

- Experience of working in a secondary school or multi-academy trust.

- Experience of supporting disadvantaged pupils or pupils with additional needs.
- Experience of delivering small-group or one-to-one intervention.
- Experience of preparing pupils for GCSE examinations.
- Knowledge of effective inclusive and adaptive teaching approaches.

CRITERIA	**Personal style and behaviour:** In their statement of suitability and during the selection process, candidates will explain how they have demonstrated their personal style and behaviour:

ESSENTIAL

- Ambitious for every pupil.
- Committed to inclusion and equity.
- Professional and respectful.
- Punctual and reliable.
- Flexible and responsive.
- Passionate about learning.
- A clear and confident communicator.
- Proactive and willing to take initiative.
- Self-motivated and well organised.
- Resilient and solution-focused.
- Determined to support pupils to succeed.
- An effective team member.
- Emotionally intelligent and able to build positive relationships.
- Reflective and committed to continuous professional development.

Oak Learning Partnership is committed to safeguarding and promoting the welfare of children and young people in their care and expects everybody working for the organisation to share this commitment. To this end any offer of employment will be subject to safer recruitment checks and clearances. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check as part of the Trust's safer recruitment procedures. This requirement applies irrespective of any existing DBS certificate held through the DBS Update Service.