JOIN US

Intervention Tutor

We are delighted you have expressed interest in a vacancy with OSFC. Should you have any questions over the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

All completed applications must be returned to the by 12 noon on the closing date on the enclosed advert to:
email to hr@pinnaclelearningtrust.org.uk

We cannot accept information held on CV's and therefore your application and accompanying statement must show all information about you and how you meet our requirements, using the job description and person specification will assist you with this (Please provide a day-time contact number on your application form)

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing and how you were supported.

Teaching staff roles only are requested to provide results from the last three academic years within the application process.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application

The HR Department

If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.

Oldham Sixth Form College – Job Description

Intervention Tutor

Purpose of the Role

Intervention Tutors will perform a key role in working with students in small groups to support the College's academic interventions for our GCSE Maths, GCSE English or A Level Science students.

Summary of Main Duties and Responsibilities

- Work closely with course teams to develop a programme of GCSE English, GCSE Maths or A Level Science interventions which is relevant and linked to the curriculum.
- Provide small group support for students outside of their lessons, delivering a structured programme of intervention focussing on exam preparation, and the use of GCSEPod and MathsWatch as appropriate.
- Assess students' work as necessary.
- Work with students to develop effective study skills and revision techniques.
- Monitor attendance at English/Maths/Science lessons for the students in your groups.
- Monitor students' homework, provide advice and guidance as necessary
- Provide support and guidance to students on organisation skills and meeting deadlines.
- Demonstrate a proactive approach to supporting students to achieve their examinations.
- Keep accurate records of the students you support and provide regular updates on their progress to the subject Course Leader.
- Use behaviour management strategies consistently and in line with college procedures to promote positive behaviour.

Requirements of all Staff

- To promote and uphold the College's Mission Statement, values and strategic aims objectives.
- To comply with College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively with colleagues, students, parents and other partners, regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the College Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal.

Relationship to other posts within the College

Supervision received: Course Leader, Curriculum Area Leader

Job Specification Review Cycle	Date	Initials
New Post	October 2020	PMY

PERSON SPECIFICATION: GCSE INTERVENTION TUTOR

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Previous experience of supporting the learning of young people		x	Application/Interview
Experience of mentoring or coaching		x	Application/Interview
Skills and Knowledge			
Articulate and well-developed communication skills and ability to engage with young people in a positive manner	x		Application/Interview/ References
Good Interpersonal skills and ability to establish and maintain good working relationships with others.	x		Application/Interview/ References
Ability to motivate and encourage others	x		Application/Interview/ References
Up-to-date knowledge and understanding of GCSE English and/or Maths and/or Science	x		Application/Interview/ References
Ability to develop creative and innovative resources.	x		Application/Interview/ References
Excellent IT skills (preferably in the use of G Suite)	x		Application/Interview/ References
Sound administrative and organisation skills and ability to prioritise own work, work under pressure and meet deadlines.	x		Application/Interview/ References
Education and Qualifications			
Excellent standards of literacy and numeracy.	x		Application/Interview
Good academic background	x		Application
Good A Level pass grade in English and/or maths	x		Application
Minimum 2:1 honours degree	x		Application
Attitude and Personal Qualities			
Ability to work independently and as a member of a team.	x		Application/Interview/ References
Commitment to the College Mission culture and ethos.	x		Application/Interview/ References
Ability to keep accurate records	x		Application/Interview/ References
Positive and Enthusiastic.	x		Application/Interview/ References
A positive attitude to IT and a willingness to learn to use digital resources effectively.	x		Application/Interview/ References
Commitment to the College's Teaching and Learning Strategy.	x		Application/Interview/ References
Active participation in continuous professional training and development.	x		Application/Interview/ References
Suitability to work with children.	x		Enhanced DBS clearance/ References
Commitment to equality of opportunity and anti-discriminatory practice.	x		Application/Interview
Sensitivity to community issues.	x		Application/Interview
Ability to respond flexibly and creatively to new challenges and opportunities.	x		Application/Interview/ References
Empathy with the 16-19 year age group and the provision of a quality service for young people.	x		Application/Interview