



Teddington School

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Headteacher: Kathy Pacey NPQH

Bourne Education Trust



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JOB DESCRIPTION – Literacy and Numeracy Tutor

Responsible to: Assistant Headteacher

Working Hours: 33.3 hours per week

(Mon 8:20am-4pm, Tues-Thurs 8:30am-4pm, Fri 8:30am-3pm including a 40-minute unpaid lunch break each day), term time only.

KEY RESPONSIBILITIES

The role:

- Tutoring will be focused on the Maths and English curriculum
- There will be no more than 3 students in each tutoring session
- Tutoring will underpin the curriculum delivered in the classroom. The Tutor will liaise with the class teacher and attend the start of each lesson. When the students are set independent work during the lesson (eg practising maths questions; extended writing etc), they will work with the tutor on this outside the classroom, returning at the end of the lesson.
- Students receiving tutoring will be identified from all year groups, starting with KS4 as a priority
- Progress will be reviewed after 15 hours. At this point we would expect the majority of students to return to being in the classroom full time while the tutor works with new students.
- The Tutor will liaise with both the English and Maths Head of Departments to identify each student's current level prior to the tutoring and all students will take in class assessments with the rest of the class when they are scheduled. The tutor will track their progress using the data from these assessments.
- The Tutor will be given adequate planning and preparation time and will provide data to the Assistant Headteacher when required
- The Tutor will complete the online tutoring programme provided by the DfE in November 2021





PERSON SPECIFICATION

Attribute	Essential	Desirable
Qualifications	• GCSE Maths and English grade 7	• A level Maths and/or English • University Degree (2.2 or above) • Qualified Teaching Status
Work-related experience and associated skills	• Experience working with children aged 11-16 • Competent ICT skills	• Small group teaching or tutoring experience • Lesson planning experience • Experience working with children with SEND
Personal skills/specialist knowledge	• Ability to stay calm and work under pressure • Energetic and enthusiastic • Positive and approachable manner • Self-motivated, self-confident, reliable • Sensitivity, fairness, tact and discretion • Proactive and open-minded • Understanding of safeguarding in a school setting	• Understanding of the GCSE Maths and GCSE English specification