

**Maths Tutor**

**An exciting opportunity has arisen for a Maths Teaching to join our Academy**

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive, modelling leadership and determination to the pupils and students within our rich and diverse academy, working together to fulfil our vision of creating a centre of excellence within our local community.

We empower our teams by valuing the individual and prioritising professional development. This is delivered through weekly CPD sessions, dedicated line management meetings and by encouraging staff to develop their own ideas and projects, within their departments and beyond. Bolingbroke Academy is a uniquely exciting, fulfilling and innovative place to work, learn and grow.

As a Maths Tutor, you will be engaged in an incredibly rewarding role supporting pupils and teachers. You will be responsible for establishing a supportive learning environment in which children are able to flourish, get back on track and fulfil their potential.

You will support learning through the delivery of specific learning and structured academic intervention programmes to small groups of pupils. This is a fantastic opportunity to be instrumental in our school aim to provide every student, regardless of their background, a great education and real choices in life.

**Reports to:** Head of Maths

**Start date**: September 2023

**Salary**: £24,856 - £35,957 (AU1 – AU6)

**Contract:** One-year Contract (with option to extend)

**Closing date:** 3rd July 2023

**Key Responsibilities**

**General**

• Actively promote the safety and welfare of our pupils.

• Ensure compliance with Ark network data protection rules and procedures.

• Liaise with colleagues and external contacts at all levels with confidence, tact and diplomacy.

**Learning Support**

• Support pupil learning through the delivery of small group tutoring sessions, setting high expectations whilst encouraging their independence and building their confidence.

• Assist with whole class teaching, under the direction of a qualified teacher.

• Use strategies, in liaison with the teacher to assist in behaviour management and to support pupils in their learning objectives.

• Promote inclusion, encouraging pupils to interact and work collaboratively.

• Observe, record and feedback information on pupil performance.

• Assist in creating materials for curriculum delivery.

• Attend department co-planning sessions to reflect and improve upon current practice and delivery.

**Support for the school**

• Supervise pupils at break or lunch time as part of the whole school duty rota.

• Accompany teachers and pupils on trips and out of school activities as required within contract hours, taking responsibility for pupils under the supervision of the teacher.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Qualifications**

• Maths and English GCSE or equivalent at level 4 or above (or equivalent)

• 3 A Level’s at grade C or above (or equivalent)

**Knowledge, Skills and Expertise**

• Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop.

• Experience of building appropriate and effective relationships with young people.

• Good literacy and numeracy skills.

• Good interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents.

• The ability to develop positive relationships with all young people.

• Well-developed planning & organising skills including time management, prioritisation, delegation, and administration.

• Sound judgement and problem-solving skills.

• Understanding of the importance of confidentiality and discretion

• Able to deal with minor incidents, first aid, and pupil’s personal health and hygiene with appropriate training.

• Competent user of ICT.

• Ability to lead sessions for pupils after receiving training.

• Experience planning and delivering sessions for pupils (desirable).

• Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage (desirable).

**Behaviours**

• Genuine passion for and a belief in the potential of every pupil

• A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.

• Belief that every student should have access to an excellent education regardless of background

• Professional outlook, detail orientated and able to multi-task and meet deadlines

• A team player that can work collaboratively as well as using own initiative

• Helpful, positive, patient and caring nature

• Calm and professional under pressure

• Understanding of the importance of confidentiality and discretion

• Flexible attitude towards work and demonstrates sound judgement

**Other**

• Right to work in the UK

• Commitment to equality of opportunity and the safeguarding and welfare of all students

• Willingness to undertake training

• This post is subject to an enhanced DBS check