



# Wright Robinson College

Headteacher: Martin Haworth

## Maths Tutor: Job Description

### **JOB TITLE**

**Maths Tutor**

### **SCALE/SALARY**

**Grade 5 SCP 17 £26,845 FTE. Actual Salary Term-Time Only £22,447**

### **RESPONSIBLE TO:**

**Headteacher, Deputy Headteacher, Assistant Headteacher, Head of Department**

### **JOB PURPOSE**

To work 1:1 with students, or in small groups to assist with the teaching & learning of all mathematics courses offered at Key Stages 3 and 4 (GCSE). This will involve monitoring of students' progress and performance in order to ensure that expected learning outcomes are achieved.

### **Duties and Responsibilities**

1. To tutor throughout the age and ability range as directed by the head of maths. This may be small group tutoring, 1-1 support or in-class support.
2. To assess and record pupils' progress within the guidelines of the agreed procedures of the faculty.
3. To maintain an up-to-date knowledge and understanding of the requirements of the mathematics curriculum.
4. To work as an important member of a team committed to supporting the teaching of mathematics, developing resources to support the needs of the students.
5. To work collaboratively and co-operatively in a way that is conducive to maintaining the efficient management and organisation of the college, which includes weekly duties.
6. To assist in the delivery of maths qualifications and to have a knowledge and understanding of the subject, its requirements and related pedagogy.
7. To engage in a process of continuing professional development in order to acquire the knowledge, skills and understanding needed to support our students.
8. Have an awareness of and implement Health & Safety legislative requirements and procedures in order to maintain a safe teaching environment.
9. To contribute to all aspects of work in the faculty and ensure that it continues to offer students a safe and stimulating environment.

10. To contribute to the overall ethos, work and aims of the College.
11. To establish constructive relationships and communicate with other professionals.

*The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*