



# Job Description & Person Specification

## Maths Tutor – Year 11 Intervention Funding

<b>Job Title:</b>	Maths Tutor
<b>Scale:</b>	Main Pay Range / Upper Pay Range
<b>Responsible to:</b>	Head of Maths / Head teacher
<b>Responsible for:</b>	The teaching of Mathematics to individual pupils or small groups of selected pupils in Year 11.

<b>Job Purpose:</b>	To support Year 11 pupils who are facing difficulties with Mathematics at Foundation and Higher-Grade GCSE and improve their mathematical academic progress.
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>Promote consistently high expectations of all pupils and make sure they are making good progress by offering targeted academic maths support.</li> <li>Work with Identified individuals or groups of pupils who find mathematics difficult, implementing initiatives to address the barriers to learning they are experiencing</li> <li>Promote and support inclusion for all pupils, including those with special educational needs (SEND), English as an additional language (EAL) or with a physical disability.</li> <li>Role model good levels of numeracy and encourage improvement in this area among pupils who find the subject difficult.</li> <li>Work with pupils to demonstrate and encourage good behaviour in line with the school's behaviour policy</li> <li>Follow all relevant legislation, guidance and procedures regarding child protection, safeguarding, and health and safety</li> <li>Demonstrate enthusiasm for learning and improving skills and model this to all pupils.</li> <li>Maintain accurate and up to date records and prepare written evaluations and reports.</li> <li>To attend where appropriate any Teaching and Learning, Maths or numeracy specific CPD.</li> <li>To actively seek any maths enhancement and enrichment for personal development</li> </ul>
<b>General:</b>	<ul style="list-style-type: none"> <li>Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.</li> <li>Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.</li> <li>Ensure that all duties and services provided are in accordance with the Trust's Equality &amp; Diversity Policy.</li> </ul>



- Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

## PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
	PGCE or Equivalent, or Qualified Teacher Status	E
Knowledge & Experience	Recent experience of working in a primary/secondary school.	E
	Recent experience of teaching or tutoring G.C.S.E. Maths is desirable but not essential.	E
	Strong subject knowledge.	E
Skills and attributes	An ability to tailor interventions to individual and small groups of pupils.	E
	Proven ability to be flexible to changing workload demands and new challenges.	D
	An ability to forge positive working relationships with students and staff.	E
	Efficient organisational skills.	E
	An ability to ensure that all school policies are implemented consistently, including those for Child Protection, Safeguarding and Student Behaviour.	E
Personal qualities	Willingness to provide the best possible opportunities for all pupils.	E
	Ability to relate to young people and act as a positive role model.	E
	Good time management skills, being able to prioritise and meet deadlines.	E
	Commitment to upholding and promoting the ethos and values of the school.	E
	Ability to work collaboratively.	E
Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated September 2025.