



Tutor for Maths Job Description



www.pinnaclelearningtrust.org.uk

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. 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 by 12 noon on the closing date on the advert 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.

Best Regards,

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.

Maths, Computer Science and IT Curriculum Area

In our curriculum area, we pride ourselves on doing an exceptional job. We place teaching and learning at the forefront of everything we do, and students benefit from a modern and innovative approach to course delivery. We continually strive to keep abreast of new research and teaching techniques, and we are relentless in ensuring our young people are well supported. The team works closely together and benefits from a clear culture where consistency and quality of experience is prioritised for all students - we work to inspire them and to develop in them a love for the subjects they study. This is enhanced through the extra curricular activities they can engage with such as the Senior Maths Challenge, and through the industry links we have nurtured with the likes of KPMG, IBM, AstraZeneca and Land Rover/Jaguar.

We promote and encourage our teachers to engage in further staff development in a variety of ways ranging from subject specific knowledge improvement in software and programming language updating, to leadership development and NPQ qualifications. We pride ourselves on being at the cutting edge because how else will we transform the lives of our young people?

The Maths, Computer Science and IT area offers a range of A Level, Vocational and Level 2 subjects, including A Level Maths, Further Maths, Computer Science and Statistics, our vocational courses include Extended, Single and Level 2 IT, as well as the innovative T Level Digital qualification. These subjects provide students with the practical, theoretical, and real-world skills required to pursue high level university entry and careers in a variety of associated fields. We have a love of teaching and we have a proven track record of excellent outcomes. At the core of it all is the development of student resilience, independence and problem-solving skills. Students in our area learn to think critically, to analyse complex concepts, to understand the relationship between previous learning and current application, and to communicate their own reasoning and solutions with academic rigour.

Our Special Ingredient

Our enthusiasm, teamwork, and dedication to motivating and stretching students are the golden threads that run through all of our departmental interactions. Working closely together with the spirit of true collaboration driven by a strong sense of moral duty and a life changing sense of purpose, we create an environment of support which enriches us and makes coming to work each day feel absolutely worthwhile.

Oldham Sixth Form College Job Description

Subject Tutor

Salary Grade: SFCA Teaching Scale

Purpose of the Role

Under the guidance of the Curriculum Area Leader (CAL) to deliver outstanding teaching and learning in the context of the College mission to ensure the students make excellent progress and are successful in their studies.

Summary of Main Duties and Responsibilities:

- To undertake an appropriate programme of teaching in line with College's Teaching and Learning policy.
- To contribute to the planning activities of the Curriculum Area to ensure the needs of the students and the aims and objectives of the College are met.
- To contribute to the development of resources, schemes of work, marking policies and teaching strategies for the subject area.
- To ensure that lessons address the literacy, numeracy and specific learning needs of students.
- To undertake assessment of student work in line with the College's Assessment policy and monitor student progress against targets and report to parents and College management.
- To communicate effectively and professionally with students, staff and parents.
- To maintain accurate and up-to-date records relating to students in accordance with the Data Protection Act.
- To actively monitor student absences and behaviour and take appropriate action as required.
- To keep abreast of subject and syllabus developments nationally so as to inform curriculum planning in the area and ensure teaching and learning is relevant and up-to-date.
- To contribute to the overall work of the subject within the College, including trips and visits, enrichment programmes and extra-curricular activities as appropriate.
- To contribute to the College liaison and marketing activities, eg the development of effective subject links with partner schools and employers, attendance at Information Mornings and other partnership activities and the collection of materials for press releases.
- To liaise with higher education, industry, examination boards, awarding bodies and other external agencies where appropriate.
- To ensure the effective operation of quality assurance systems and implementation of quality procedures.
- To attend departmental meetings.

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

PERSON SPECIFICATION: SUBJECT 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			
Experience and proven success in teaching AS & A Level (or equivalent standard) in the subject area.	✓		Application/Interview
Ability to teach more than one subject on the College curriculum offer.		✓	Application/Interview
Successful experience of teaching vocational qualifications, BTEC, GCSE, International Baccalaureate or others.		✓	Application/Interview
Successful experience of working on cross-curricular initiatives and extra-curricular activities.		✓	Application/Interview
Evidence of consistent good or outstanding observation grades as appropriate.	✓		Application/Interview
Experience as an examiner/moderator.		✓	Application/Interview
Evidence of high levels of student satisfaction as appropriate.	✓		Application/Interview
Participation in in-house, local or national working groups.		✓	Application/Interview
Experience of implementing College Quality Assurance Policies.	✓		Application/Interview
Skills and Knowledge			
Ability to deliver a creative and effective curriculum that is appropriate to the needs and interests of students, the local area and the national agenda.	✓		Application/Interview
Effective communication and well developed written and oral skills.	✓		Application/Interview
Excellent standards of literacy and numeracy.	✓		Application/Interview
Up-to-date knowledge and understanding of educational developments relevant to the curriculum area, including 14-19 and in HE.	✓		Application/Interview
Ability to develop creative and innovative resources.	✓		Application/Interview
Sound administrative and organisation skills and ability to prioritise own work, work under pressure and meet deadlines.	✓		Application/Interview
Education and Qualifications			
Qualified Teacher Status/Qualified Teacher Learning and Skills	✓		Application
Strong academic background in specialist subjects.	✓		Application
At least 2:1 honours degree.		✓	Application
Attitude and Personal Qualities			
Excellent interpersonal skills and ability to establish and maintain good working relationships with others.	✓		Application/Interview /References
Ability to work independently and as part of a team member.	✓		Application/Interview /References
Commitment to the College Mission culture and ethos.	✓		Application/Interview /References
Ability to work with motivate students.	✓		Application/Interview /References
Positive and Enthusiastic.	✓		Application/Interview /References
A positive attitude to IT and a willingness to learn to use digital resources effectively.	✓		Application/Interview /References
Commitment to the College's Teaching and Learning Strategy.	✓		Application/Interview /References
Active participation in continuous professional training and development.	✓		Application/Interview /References
Suitability to work with children.	✓		Enhanced DBS clearance/References

Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues.	✓		Application/Interview
Ability to respond flexibly and creatively to new challenges and opportunities.	✓		Application/Interview /References
Empathy with the 16-19 year age group and the provision of a quality service for young people.	✓		Application/Interview

The Job Description for Subject Tutor was agreed as detailed below and will be kept on the personal file within the HR department.

Name of the post holder:	Date:	Version number:
	July 2014	1
Signed:	Date:	