

Job Description

Leigh Academy Blackheath

Job Title: Tutor - Maths

Reporting to: Head of Department

Key purpose of the job

To support students whose learning has been impacted by COVID-19 and assist in improving learning and development across Years 7 to 9, either on a 1-1 basis or in small groups.

Main duties

- To support small groups of students designated by the class teacher or Senior Leadership Team.
- Supporting pupils with additional needs in mainstream classes, ensuring their safety and access to learning.
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To assist teachers to identify the learning needs of individual students.
- To provide feedback to teaching staff regarding student progress with respect to identified units of work.
- To keep an accurate record of group work: learning objective / teaching task / students / relevant assessment data.
- To plan and deliver sessions following an outlined programme of study.
- Supporting pupils in using basic ICT as directed.
- Assist students to engage in independent and self-directed learning
- Be fully aware of individual student targets and provide the necessary advice, support and guidance to enable them to be achieved
- Actively promote the adherence to Academy rules and guidance by students, particularly related to Attitudes to Learning
- To respect the confidential nature of all information acquired in the performance of the job, either verbally or in writing
- Take part in the Academy Performance Management process

Person Specification

- Excellent interpersonal and communication skills
- Creative and the ability to be innovative in finding solutions
- Good knowledge of IT skills
- Enthusiasm and energy
- The ability to think reflectively
- A commitment to personal and social development of self and others
- Resilience and the ability to remain calm under pressure

- The ability to meet deadlines
- A team player
- A sense of humour
- Effective organisational skills
- A good knowledge of educational issues
- Experience of working in a school

Professional Development

- To take responsibility for personal professional development.
- To take part, as appropriate, in the academy's professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

Notes: This job description only contains the main accountabilities of the post and does not describe in detail all the tasks required to carry them out. Owing to the collegiate nature of the Trust's Academies it is recognised that individual College Principals may well wish to vary the nature and/or manner of execution of some of the roles outlined above. In such circumstances, any variation to the roles and responsibilities of the job holder will be agreed in writing between the Principal; the job holder; and the job holder's line manager. Such variations will only be allowed if they fall within the general scope of the roles and responsibilities of the job and the skills and capabilities of the jobholder, and they will not be taken as being grounds for a reappraisal of the job in respect of its position in the pay structure.