



Location: The Carlton Academy, Coningswath Rd, Carlton, Nottingham NG4 3SH

Hours of work: Casual, term time only

Responsible to: Faculty Leader

Post objective: We are looking to recruit a highly skilled and committed English Tutor to work closely with a range of students in key stages 3 and 4 (to GCSE level). The role will require working with students in small groups (approximately 4-5 students per group) outside of their timetabled lessons, as well as sometimes supporting students in-class. The successful applicant will work closely with the English Faculty Leadership Team to identify students requiring further support, and planning the mentoring sessions to closely align with the curriculum needs and expectations.

Job Purpose:

To support students within the subject area through undertaking one or more of the following key responsibilities.

Main Duties and Responsibilities:

1. Design and deliver teaching materials through use of appropriate teaching, learning and assessment methods.
2. To set appropriate homework tasks and review.
3. Mark and assess work and examinations and provide feedback to students on how to achieve their target grades.
4. To be aware of any Health and Safety, disability, equality or welfare issues, and raise any concerns with the Course Organiser.
5. Liaise with classroom teachers to ensure tutoring is targeted to areas of need.
6. Provide feedback to Head of Subject and SLT Link on progress of individuals.

Planning and Organising

Postholder will plan own workload and use teaching resources and facilities as appropriate to deliver designated activities. Will co-ordinate with others e.g. academic staff in relevant department, to ensure that student needs and expectations are met. May manage projects relating to own specialist area of work and the organisation of external activities such as placements.

Decision Making

Postholder will contribute to the design and delivery of modules or designated teaching within the subject area. May identify the need for developing the content or structure of modules with academic staff and make proposals on how this should be achieved.

Key Contacts/Communication

To share information with Head of Subject and SLT Link about target groups and individuals.

Knowledge, Skills and Experience

Postholders will typically hold a degree and post-graduate qualification along with substantial professional experience in specialist area. Typically, they will be operating as practitioners in a specialist area and will bring a breadth of experience and knowledge of their field of expertise which will significantly contribute to the student experience and assist in ensuring the distinctiveness of the course. Expectation is that tutors will, through discussion with the Department, understand the University's key academic policies and procedures and what quality assurance measures will operate in relation to their activities. Have knowledge of how to be inclusive and non-discriminatory in their work and ability to analyse and assess student contributions in class and their assignments.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.