

Lytchett Minster School

Job Details and Person Specification

Post: Academic Tutor - Maths



Reports to: Lead Academic Tutor/Head of Maths

Main job purpose

The primary purpose of the Academic Tutor is to provide short term support in addressing the needs of a case load of pupils who are demotivated or disengaged to overcome a range of barriers to learning. This support is likely to include working individually with pupils, working with pupils in small groups, working with other parties/agencies including parents.

This role specifically complements the professional work of teachers in providing support to enhance the development and achievement of students studying KS3 – KS4 Maths.

Main job details

There are a number of established tasks including:

Support for students

1. Work with selected students out of the classroom situation. This could include students excluded from or otherwise not working to a normal timetable
2. Develop 1:1 mentoring arrangements with students which enable the pupil to agree plans and targets to move forwards
3. Provide information and advice to enable students to make choices about their own learning/behaviour/attendance
4. Provide support to students to enhance their emotional health and well-being (EHWB)
5. Help students to follow individual Education Plans where appropriate
6. Assist in organising and running small group interventions e.g. circle time
7. Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent
8. Challenge and motivate students
9. Promote and reinforce self-esteem
10. Receive and supervise students excluded from, or otherwise not working to, a normal timetable
11. Act as a positive role model
12. Liaise with parents/carers as appropriate
13. Network with other Academic Tutors, teachers and professionals, e.g. educational psychologist

Support for the teacher

14. Support student's access to learning using appropriate strategies, resources etc.
15. Provide feedback on student's progress as required
16. Maintain records as agreed with other staff, contributing to reviews as requested
17. Assist in the implementation of strategies to promote positive behaviour and attitudes

Support for the curriculum

18. Implement agreed learning activities/teaching programmes, adjusting activities according to students responses/needs
19. Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning

Support for the school

20. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person
21. Contribute to the overall ethos/work/aims of the school
22. Attend and participate in relevant meetings as required
23. Participate in training and other learning activities and performance development as required
24. Recognise own strengths and areas of expertise and use these to advise and support others
25. Supervise students on visits, trips and out of school activities as required
26. Clerical/admin support e.g. dealing with correspondence, making phone calls etc.
27. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Person Specification

- 5 GCSEs (or equivalent) including English and Science at grade C (or grade 5) or above
- A level in Maths
- NVQ level 2 or 3, or BTEC in Learning Support would be an advantage
- Be able to apply consistently a range of school policies, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs
- An understanding of and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs
- High level of literacy and numeracy
- Sound interpersonal and supervisory skills
- The ability to work with young people and colleagues at all levels
- Previous relevant experience within a secondary school environment would be an advantage

Conditions of Service

Salary Grade:	Grade 5 (spinal column points 5 - 6)
Salary:	£24,790 - £25,183 per annum
Contractual hours:	30 hours per week (Monday – Friday, 8.30am – 3.30pm)
Contract type:	Permanent
Contractual weeks:	Term time only
Annual Leave:	Leave entitlement including bank holiday payments included in salary – <u>no</u> entitlement to take leave during term time