



North East
Learning Trust

WE'RE LOOKING FOR

A ONE TO ONE

MATHS TUTOR

TO JOIN OUR TEAM



One to one Maths tutor

Required as soon as possible

Salary £25 per hour for those with Qualified Teacher Status or equivalent or £15 per hour for non QTS

Casual contract, hours as and when, approximately 15 hours per week.

We are seeking to appoint an enthusiastic, motivated and ambitious professional to join our Maths department, someone with high high expectations and the determination to make a significant difference to our students. We are looking for a someone with drive, energy, a genuine love for teaching and learning and a passion for Maths; someone who has the vision and determination to ensure our students receive excellence every day.

This appointment will be based in Ashington, where we have an exciting opportunity for you to join a school that is undergoing real change.

Your role will include:

- Delivering intervention programmes to individuals
- Planning and preparing 1-2-1 lessons
- Assisting in the development of suitable intervention material
- Supporting exam revision sessions as required.

Deadline:

Tuesday 7 January 2019

Shortlisting will take place Thursday 9 January with interviews taking place week commencing 13 January 2020.

All visits to the school are warmly welcomed.

Please contact **Jade Hutton** on **01670 822625** to arrange a visit.

How to apply:

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Support Services Manager, Bedlington Academy, Palace Road, Bedlington, NE22



Job description

Responsible to

Director of Mathematics

Generic responsibilities:

- Carrying out the professional duties of a tutor as circumstances may require and in accordance with Trust policies, under the direction of the Head of School.
- Promoting the achievement of high standards through effecting mentoring, teaching and learning within subject area, preparation and evaluation
- Being central in the delivery of the ECM agenda, paying regard to the provision of personalisation for students.
- Modelling the vision and values of the Trust.
- Being part of the team of North East Learning Trust.
- Receiving and acting on feedback to build on the strengths and improve personal performance within the Academy systems.
- Recognising, promoting and celebrating diversity.

Duties and responsibilities:

- Delivering intervention programmes to individuals preparing relevant and appropriate learning experiences in conjunction with the Department staff.
- Discussing reasons for underperformance with students, through interview.
- Assisting in the development of suitable intervention material.
- Keeping a log on students who undertake intervention and assist on the recording and reporting procedures.
- Liaising regularly with the Director of Mathematics and teachers to inform them of progress and provide relevant feedback.
- Supporting exam revision sessions as required.
- Attending Maths departmental meetings as required.
- Working with other professionals such as the Pastoral Team, Directors of Learning and Assistant Learning Mentors to support students.
- Complying with the Trust's Child Safeguarding Procedures including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;

- Complying with the Trust policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Assisting in the development of appropriate lesson plans, resources, schemes of work and teaching strategies in numeracy.
- Contributing to the Curriculum Area's development.
- Planning and prepare 1-2-1 lessons.
- Reporting on the individual pupil's progress, achievement and attendance.
- taking part in the academy's staff development programme by participating in arrangements for further training and professional development as required.
- Continuing personal development

The generic list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none">• Degree in Maths.• AS/A2 level in a Maths• Willingness and ability to obtain and/or enhance qualifications and training for development in the post	<ul style="list-style-type: none">• Qualified Teacher Status
Relevant experience		<ul style="list-style-type: none">• Experience of working in a school environment.• Experience and knowledge of issues affecting students and young people and how to offer supportive assistance.
Aptitude and skills	<ul style="list-style-type: none">• Ability to support students with Maths work up to GCSE level• Excellent communication and listening skills• Ability to respect and maintain confidentiality• Working knowledge of standard computer packages (word processing, email and spreadsheets)• Good time management and organisational skills• Ability to work with students and have a real interest in the issues faced by this age group	<ul style="list-style-type: none">• Ability to support students with Maths work up to A Level

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.