

JOB DESCRIPTION - One to one tutor of Mathematics - £15 per hour

Sidney Stringer Academy in Coventry is part of a trust, consisting of five schools led by Sidney Stringer Academy. We are an outstanding school, with an excellent reputation within the Hillfields community and beyond. In addition to this, we are the lead school of the Coventry SCITT, an institution that trains graduates with their initial teacher training.

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job purpose: We are looking to employ a one-to-one maths tutor in order to support our students sitting GCSE qualifications in mathematics. Potential candidates should be a maths undergraduate or graduate who can work one-to one with students. A suitable candidate would be one who is confident but supportive and is able to identify misconceptions in a student's work and clearly explain how to correct them. The one to one tutorials would mostly be focused on passing GCSE mathematics.

Hours: The hours required will mostly be within the school day (8.45-15.00). We would also like to make tuition available to students before and after school, so we have flexibility within that timeframe and can arrange hours based around what a suitable candidate is able to offer.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

One to one tutor

- To plan and resource learning activities that support students to make progress in their areas of weakness in mathematics.
- To liaise with staff at the school to diagnose areas of academic weakness for a student and inform teaching staff of the progress of students.
- To meet with individuals or occasionally very small groups of students and work with them on correcting their misconceptions.
- To encourage students to interact and work co-operatively, so they can make the progress they need.
- Respond appropriately about process and procedures relating to the learning activity.
- Deal with any immediate problems or emergencies according to the School's policies and procedures.
- To be mindful and supportive of the pressures related to examination study for students, whilst maintaining high expectations of the students and the effort required to improve.

General

- The postholder must carry out his or her duties with full regard to the Sidney Stringer Academy Equal Opportunities Policy.
- To adhere to published school policies and procedures.

Safeguarding

Adults working in schools are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not

share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: A Ford (January 2019)

PERSON SPECIFICATION

ATTRIBUTES	REQUIREMENTS
QUALIFICATION	<ul style="list-style-type: none"> ▪ At least 5 GCSE's, Post 16 + higher qualifications including maths A Level, to be studying or have studied Mathematics at undergraduate level.
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> ▪ Of the needs and characteristics of young people ▪ Of supervision and behaviour management techniques ▪ Of the importance of positive role models for young people ▪ Of strategies, including literacy, numeracy, ICT, independent learning, special educational needs and anti-racism to ensure effective learning ▪ Of equal opportunities and anti-discriminatory practice in the context of the school community
SKILLS & ABILITIES	<ul style="list-style-type: none"> ▪ A supportive persona, yet maintaining high expectations ▪ To communicate effectively – verbal and written ▪ To motivate and encourage students to progress ▪ To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively ▪ To plan engaging activities that enable students to make progress based on their personal areas of weakness ▪ The ability to converse at ease with members of the public (including colleagues, pupils and parents if necessary) and provide advice and information in accurate spoken English is essential for the post
ATTITUDES & VALUES	<ul style="list-style-type: none"> ▪ High expectations of personal performance and of pupils' success ▪ Commitment to one's own learning ▪ A belief that schools can make a difference
EXPERIENCE	<ul style="list-style-type: none"> ▪ Of working with individuals or groups of young people is desirable ▪ Of GCSE specifications and requirements ▪ An EXCELLENT attendance record
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A DBS Disclosure will be required prior to appointment