

<b>TITLE OF POST:</b>	<b>Academic Tutor</b>
<b>RATE:</b>	<b>£20 per hour</b>
<b>PURPOSE OF POST:</b>	<b>To provide an exceptional academic tutoring service for our science and maths students to improve their outcomes.</b>
<b>DATE OF APPOINTMENT:</b>	<b>ASAP</b>
<b>LINE MANAGER:</b>	<b>Curriculum Leader</b>
<b>HOURS:</b>	<b>As and when required. Flexible during academic year</b>

#### **JOB DESCRIPTION AND PERSON SPECIFICATION**

#### **MAIN RESPONSIBILITIES AND TASKS**

- To develop one to one and group tutoring sessions with students who require extra support in these subjects
- Supporting their work in the keys areas of maths and/or sciences at A level
- To liaise with the curriculum leader as to what can be covered in the tutoring session
- Work on past papers with the students using the marks schemes
- Liaise with the teacher where required for an update on their progress
- To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils' interests and academic gaps in learning
- To undertake other duties and responsibilities as required to commensurate with the grade of the post.
- Support Access Arrangement students during the exam season – if required
- Working in a face to face capacity at Barnhill

#### **EXPERIENCE**

- Experience of working with young people, preferably in a school
- Experience of working with young people who may be in difficult circumstances, distressed or demotivation
- Experience of team working with other staff drawn from different disciplines
- Experience of monitoring and evaluation.

#### **KNOWLEDGE/SKILLS**

- A maths, Biology, Chemistry or physics related degree at undergraduate level
- A knowledge of the issues facing secondary school aged students with a focus on raising achievement and supporting good mental health.
- Effective use of ICT and other specialist equipment/resources
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to apply effective strategies to enable students to achieve in school.
- Ability to develop materials and resources for the development of work programmes to support the educational, social and developmental needs of young people.
- Ability to build effective working relationships with students and school staff and be able to relate well to children and adults.
- Ability to carry out admin tasks efficiently and effectively
- Administrative tasks for Safeguarding and the Achievement department

- Supporting SEND department as and when required.

#### **APTITUDE**

- Ability to work independently and as part of a wider team
- Ability to relate positively to young people who experience challenges with motivation or academic achievement
- Willingness to work constructively within schools
- Ability to relate to people across a wide age and ability range and from diverse social, cultural, racial and ethnic backgrounds.
- Ability to fit in with and to enhance the work of existing teams within the school.

#### **PERSONAL QUALITIES**

- May be required with notice to attend meetings or to work outside of core working hours
- Reliable attendance
- Must meet the London Borough of Hillingdon requirements for the post.

#### **EQUAL OPPORTUNITIES**

- To operate a positive commitment to the School's Equality and Diversity Policy and to ensure its implementation within the service area of the post.

#### **SAFEGUARDING**

- Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Successful candidates will be subject to an Enhanced Disclosure and Barring Service check.
- It is an offence to apply for the position if you are barred from engaging regulated activity relevant to children.

