

Paid role description: Academic tutor

Created 2019

Last reviewed: January 2024

Date of next review: January 2025

Our organisation

The TMS Youth and Arts is an innovative charity that helps bright young people from disadvantaged backgrounds to fulfil their potential by building confidence, removing cultural barriers, and providing social and developmental opportunities.

TMS Youth and Arts is committed to safeguarding and promoting the welfare of young people and expects all volunteers to share this commitment.

POST: Teacher / Tutor

SCHOOL: The Maths Society

PAY RANGE: TBD

Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the teachers' standards and the school's policies under the direction of the Director.

Areas of Responsibility and Key Tasks

Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- identifying SEN or very able pupils;
- providing clear structures for lessons maintaining pace, motivation and challenge;

- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support.

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- undertake assessment of students as requested by examination bodies, departmental and school procedures;
- prepare and present informative reports to parents.

Curriculum Development

- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;
- Contribute to the whole school's planning activities.

Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of TMS;

- know subject(s) or specialism(s) to enable effective teaching;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute positively and effectively to the Every Child Matters agenda;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take part in marketing and liaison activities such as Parent Engagements, Review days;
- take responsibility for own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and trustees.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Personal Specification:

Post Title: Teacher at The Maths Society

Qualifications

- Qualified Teacher Status
- Recognised Degree or equivalent relevant to the post
- Post-Entry qualifications in Special Education e.g. SecondDegree/Diploma/Certificate

Professional Competence and Leadership

- Have a high regard for young people and the learning process
- Have a high standard of classroom practice
- Have the ability to communicate effectively both verbally and in writing
- Have the potential to lead a group of staff
- Have high level ICT skills

Experience:

- Show a broad understanding of current issues relating to the National Curriculum
- Previous experience within the Primary/Secondary mainstream phase
- Previous experience working with children with Special Educational Needs

- Previous experience of individual pupil target setting for pupils who are experiencing some behaviour difficulties

Professional Development/Inset:

- Show ongoing evidence of continued professional development
- Range of relevant age-appropriate in service training

Knowledge:

- Show a broad understanding and working knowledge of the National Curriculum at Key Stage 3 / 4 / 5
- Demonstrate a secure knowledge and understanding in their subject area
- Demonstrate a working knowledge of the National Curriculum at Key Stage 2
- Understanding of age appropriate educational developments and the implications of current relevant educational legislation

Personal & Professional Qualities:

- To be positive, creative and enthusiastic.
- To be willing to contribute to the development of learning and teaching across the school.
- High level of energy, motivation and commitment to both pupils, their families and staff of TMS.
- Have the ability to communicate effectively and appropriately and to establish positive working relationships with pupils, staff, parents, TMS and wider community.
- Have the personal impact and presence to effectively motivate pupils and staff.
- Have a desire to be part of an innovative school such as TMS which seeks to engage all pupils in their own learning.