



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**

**Hours as an 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 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 Bedlington, where we have an exciting opportunity for you to join a school that is undergoing real change.

### Your role as One to One Maths Tutor will include:

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

### Deadline:

**Tuesday 22 October**

Shortlisting will take place on 23 October with interviews week commencing 4 November

All visits to the school are warmly welcomed.

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

### How to apply:

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to [jade.hutton@bedlingtonacademy.co.uk](mailto:jade.hutton@bedlingtonacademy.co.uk) or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, Northumberland, NE22 7DS.



## Job description

### 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.

### Main duties and responsibilities:

- To deliver intervention programmes to individuals preparing relevant and appropriate learning experiences in conjunction with the Department staff.
- Discuss reasons for underperformance with students, through interview.
- Assist in the development of suitable intervention material.
- Keep a log on students who undertake intervention and assist on the recording and reporting procedures.
- Liaise regularly with the Director of Mathematics and teachers to inform them of progress and provide relevant feedback.
- Support exam revision sessions as required.
- To attend Maths departmental meetings as required.
- To work with other professionals such as the Pastoral Team, Directors of Learning and Assistant Learning Mentors to support students.
- To comply with the Trust's Child Safeguarding Procedures including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply 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.
- To assist in the development of appropriate lesson plans, resources, schemes of work and teaching strategies in numeracy.
  - To contribute to the Curriculum Area's development.
  - To plan and prepare 1-2-1 lessons.
  - To report on the individual pupil's progress, achievement and attendance.
  - To take part in the academy's staff development programme by participating in arrangements for further training and professional development as required.
  - To continue personal development

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

### **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.