

### JOB DESCRIPTION

<b>Job Title:</b>	Maths Intervention Tutor
<b>Department:</b>	Department of English and Mathematics
<b>Contract:</b>	Fixed term until 31 July 2023.  37 hours per week, 40 weeks per year (0.77 FTE)
<b>Salary Range:</b>	£20,908 - £21,411 per annum (pro rata of £23,715 - £24,285)
<b>Salary Grade:</b>	SS2
<b>Report To:</b>	Assistant Director of English and Maths
<b>Job Purpose:</b>	To promote students' learning and progress in Maths by supporting the work of Lecturers and by providing individual and small group sessions focusing on GCSE and Functional Skills Maths.
<b>Main Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To plan and provide individual and small group sessions focusing on GCSE and Functional Skills Maths.</li> <li>2. Explain and break down tasks for students in accordance with their needs; to support their understanding and enable them to learn.</li> <li>3. Work collaboratively with Maths Lecturers to plan individual/small group intervention sessions to meet students' needs.</li> <li>4. Provide feedback to students on their progress and achievement in collaboration with Lecturers.</li> <li>5. Maintain appropriate records of interventions and their impact; use these to evaluate activities and plan for the future.</li> <li>6. Develop and assess GCSE and Functional Skills Maths to the appropriate levels to support the learners' ability to work confidently, effectively and independently in life and work.</li> <li>7. Establish constructive relationships with students and model positive interactions with them.</li> <li>8. To ensure practice is in line with the requirements of the General Data Protection Regulations.</li> <li>9. To commit to upholding the principles of Safeguarding and</li> </ol>

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	<p>the PREVENT agenda.</p> <p>10. Any other duties commensurate with the nature and grade of the post.</p>
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**PERSON SPECIFICATION**

<b>Post:</b>	Maths Intervention Tutor	<b>Weighted criteria</b>
<b>Experience:</b>		
1	Experience of supporting the delivery of GCSE/Functional Skills Maths to small groups of students.	X
2	Experience of communicating to a range of audiences (verbal, written, using ICT).	
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<b>Skills &amp; Abilities:</b>		
6	Demonstrated enthusiasm for the subject area; passionate about making a positive difference to the student learning experience.	
7	Demonstrate high expectations for student learning, achievement and behaviour.	X
8	Excellent communication, interpersonal and ICT skills.	
9	Ability to inspire and motivate students undertaking GCSE resits.	
10	Ability to work flexibly, both independently and as part of a team.	X
<b>Education &amp; Qualifications:</b>		
11	Maths-based degree with a 2:2 classification or above.	X
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<b>Training &amp; Professional Development:</b>		
16	Committed to undertaking professional development.	
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<b>Other:</b>		
21	Flexible approach to work.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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