

## Job Description

**Job Title:** One to One Tutor Mathematics  
**Reporting to:** Head of Mathematics Department

### Overall purpose of the post:

- To contribute to raising standards of student attainment.
- To positively promote the ethos of the academy and its inclusive principles.
- To plan, implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum in numeracy for the one to one students.
- To facilitate and encourage a learning experience which provides the one to one students with the opportunity to achieve their individual potential.
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.
- To promote and safeguard the welfare of children.

**Responsible for:** The provision of a full learning experience and support for one to one students.

**Working time:** As directed by the academy

### Main duties and responsibilities:

<p><b>Mentoring and Support</b></p>	<p>Deliver intervention programs to individuals preparing relevant and appropriate learning experiences in conjunction with the Department staff.</p> <p>Discuss reasons for underperformance with students, through interview.</p> <p>Assist in the development of suitable intervention material.</p> <p>Keep a log on students who undertake intervention and assist on the recording and reporting procedures.</p> <p>Liaise regularly with the Head of Department and teachers to inform them of progress and provide relevant feedback.</p> <p>Support exam revision sessions as required.</p>
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	<p>To attend Mathematics departmental meetings as required.</p> <p>To work with other professionals such as Learning Managers and Teaching Assistants to support students.</p> <p>To comply with the Academy's Child Safeguarding Procedures including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;</p> <p>To comply with the Academy policies and procedures at all times.</p> <p>Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation</p>
	<p>Support exam revision sessions as required.</p> <p>To attend Mathematics departmental meetings as required.</p> <p>To work with other professionals such as Learning Managers and Teaching Assistants to support students.</p> <p>To comply with the Academy's Child Safeguarding Procedures including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;</p> <p>To comply with the Academy policies and procedures at all times.</p> <p>Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation</p>
<b>Operational/Strategic Planning</b>	<p>To assist in the development of appropriate lesson plans, resources, schemes of work and teaching strategies in numeracy.</p> <p>To contribute to the Curriculum Area's development.</p> <p>To plan and prepare 1-2-1 lessons.</p> <p>To report on the individual pupil's progress, achievement and attendance.</p>
<b>Staff Development:</b>	<p>To take part in the academy's staff development programme by participating in arrangements for further training and professional development as required.</p>

	To continue personal development in the relevant areas including subject knowledge and teaching methods.
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**Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.