

## **JOB DESCRIPTION**

**Job Title:** Mathematics Tutor

**Salary:** SCP 24 to 27 £25,000 – £29,000

**Responsible to:** Curriculum Manager

**Hours:** 35 hours per week

**Contract type:** Permanent full-time

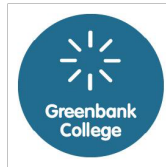
**Job Location:** The main place of work is Greenbank College, Greenbank Lane, Liverpool. L17 1AG. The post holder may be required to work in different locations from time to time.

### **Job Purpose**

To provide excellent teaching and learning for mathematics. To support initial assessment, teaching performance, learner achievement, attendance and retention, target setting, resource development and other quality measures as required by awarding bodies, funding and inspection bodies.

### **Main duties:**

- To deliver mathematics curriculum from entry level to Level 2 (GCSE).
- Responsible for the development of high-quality lesson plans, schemes of work and tutorial resources for use within the mathematics team.
- To adapt and provide user-friendly resources that are suitable for SEND and non-SEND learners for the delivery of mathematics courses.
- To teach and assess students in accordance with Awarding Body guidelines; liaising with the appropriate Awarding Body as and when necessary, ensuring compliance with their policies and procedures.
- Ensure adherence to an efficient student tracking system in compliance with Greenbank's quality systems and funding body guidelines.



- Monitoring student attendance, retention and achievements providing accurate management information as and when required.
- To undertake administrative duties, maintaining confidential records, monitor, review and evaluate work in line with quality standards.
- To provide active support to individual learners, including the embedding of mathematics into the curriculum.
- Comply with all of Greenbank's policies, procedures and legislative requirements.
- Required to work as part of a team, sharing resource development and promoting good practice: attend team and staff meetings as required.
- Required to carry out other duties as assigned by Greenbank's senior management team.
- Assist with marketing, recruitment and enrolment / induction activities, including taster events, moving on events and open evenings etc.
- To always adhere to Greenbank's Safeguarding procedures.
- To ensure Greenbank's code of conduct is always adhered to.
- To attend training courses and continuing professional development, as required.

### **Additional vacancy details**

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, gender, gender reassignment, disability, religion/belief, sexual orientation or age. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and adhering to the requirements of the Equality Act 2010.

Greenbank College is fully committed to safeguarding and promoting the welfare of children in accordance with the statutory guidance from the Department of Education regarding keeping children safe in education.



Applicants should note that the successful candidate will be asked to apply to the Disclosure and Barring Service. Further information about the Disclosure Scheme can be found at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

To complete an application for this opportunity, please click on the following link and select Mathematics Tutor:

<https://www.greenbank.org.uk/about-greenbank/job-vacancies>



**Closing date: 21<sup>st</sup> April 2023**



## Person specification: Mathematics Tutor

<b>Qualifications/Training</b>	<p>GCSE English grade C (or above) qualification or recognised equivalent</p> <p>A degree in Mathematics or a related subject</p> <p>Teaching qualification Cert Ed or PGCE</p>
<b>Knowledge Experience</b>	<p>A track record of successful delivery of Mathematics</p> <p>Strong commitment to team working</p> <p>Experience of young people and their related issues</p> <p>Awareness of and a commitment to opportunities and the recognition of diversity.</p>
<b>Skills</b>	<p>The ability to plan and deliver imaginative and motivational sessions with a clear focus on the needs of the individual learner</p> <p>An understanding of different learning styles and how to differentiate through various teaching methods</p> <p>Ability to motivate self and learners</p> <p>Work effectively with wide range of staff and students and have an ability to build successful working relationships with appropriate curriculum teams</p>
<b>Special Requirements</b>	<p>An ability to assist the development of young disabled or disadvantaged students</p>