

## Job Description

<b>Post</b>	Maths Tutor
<b>Department</b>	Maths
<b>Responsible to</b>	Head of Maths
<b>Working closely with</b>	Colleagues in the Maths department

### Key Purpose:

To deliver tuition to identified students, in small groups or on a one to one basis. To support the aims and objectives of the College as detailed in the College's Statement of Purpose, vision and values

### Duties and Areas of Responsibility:

Responsibilities	
1	To deliver tuition through organising and supporting the learning of identified students in order to raise their levels of attainment. To lead on improving rates of progression for identified students by liaising with the key stakeholders
2	To deliver one-to-one and small group tutoring sessions in college and potentially the Google environment. (This would be mainly during the college day but may include evenings)
3	To liaise with the class teacher before and throughout a programme of tutoring, to identify areas for development and support, plan students' personalised learning programme and agree outcomes
4	To establish a relationship and understanding of learning needs before tutoring begins and agree time and location of tutoring
5	Provide feedback to class teacher/heads of subject and agree next steps
6	Liaise, as required, with a range of contacts, to include class teacher and/or subject leader and college managers
7	To ensure strict confidentiality in all areas of work.
8	To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
9	To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records)
10	To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
Other	
<p>Any other responsibilities appropriate to the position.</p> <p>To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.</p> <p>The job description will be reviewed as appropriate and may be subject to amendment or modification at any time after consultation with the post holder.</p> <p><i>Aquinas College committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate and checks of the relevant barred list / prohibition lists.</i></p>	

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

## Job Description

The above job description was agreed as detailed below:

<b>Name of the Post holder:</b>	
<b>Sign:</b>	<b>Date:</b>
<b>Name of Line Manager:</b>	
<b>Sign:</b>	<b>Date:</b>