

Job description and Person Specification

Mathematics Tutor – Leighton College (maternity cover)

Job title	Mathematics Tutor - Maternity Cover April – September 2021
Salary:	Hourly pay £15.57
Hours:	8 hours per week/term-time only (inclusive of lesson preparation time)
Employed by:	Leighton College, Elfrida Rathbone Camden
Responsible to:	Education Manager
Location:	ERC offices in Kentish Town
Job purpose:	The tutor will be responsible for delivering Mathematics sessions to 16-25-year-olds with mild to moderate learning difficulties. The course focus is on independent living skills to bridge the transition from adolescence to adulthood.

Main Responsibilities

1. To support learners in setting and achieving targets in their individual learning programmes to lead weekly Maths sessions, to include scheme of work, weekly lesson and evaluation plans and end of term reports.
2. To be responsible for classroom management (of learners and support staff)
3. To work collaboratively with the Course Leader to support the pastoral needs of learners.
4. To identify and report any safeguarding concerns, and in all work to follow ERC's Child Protection and Vulnerable Adult policies
5. To accompany learners to off-site activities, facilitating ease of travel.
6. To assist the Education Manager with monitoring and tracking student progress. Including assessments and recording of data to ensure students are prepared to achieve their Ascentis qualifications.
7. To attend team meetings, undertake staff development courses, supervisions, and annual teaching observations.

Other

8. To follow all other Elfrida Rathbone Camden policies and procedures including those relating to respect to Confidentiality, Equality and Diversity, and Health & Safety.

9. To carry out other duties as appropriate and required.

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Knowledge and Experience

Essential

1. Teaching qualification to a minimum of Level 3
2. Experience of delivering and supporting students to achieve an accredited qualification.
3. Experience of teaching Functional Skills Maths and differentiation for individuals.
4. Ability to work as part of a team.
5. Numeracy and literacy skills to a very good standard.
6. High level of computer literacy, confidence in using Microsoft Office software, digital education platforms and online monitoring tools.
7. Experience of working with diverse cultures and of addressing the needs of different sectors of the community.
8. The ability to work flexibly under pressure.
9. Evidence of clear and effective communication skills
10. Firm commitment to aims and values of Elfrida Rathbone Camden and to equality, diversity, and inclusion in all their aspects.

Desirable

11. Relevant professional or vocational qualification or substantial experience of working with young adults with a learning disability.