



Warwick  
Schools  
Foundation



## Information for Applicants

**Job Title** Boost Tutors in Maths, Science and English

**To start** As soon as possible

# Welcome from the Foundation Principal



**Thank you for the interest you have shown in the role of Boost Tutors.**

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint Boost Tutors in Maths, Science and English to help a busy and thriving Learning Support Department.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

**Richard Nicholson MA (Oxon)**  
**Foundation Principal**



# Our Facilities

## Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

## Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resource Centre, a modern and completely refurbished gym and a beautiful garden.



# Job Description

**Post Title:**

Boost Tutors in Maths, Science and English

**Hours of Work:**

Various

**Salary range**

This position will be on a casual contract with an hourly rate of £34.01.

**Location**

Warwick Campus – King's High School

**Start Date**

As soon as possible

**Reporting Lines**

The post holder will report to the Head of Learning Support.

**Purpose of this Job Description**

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

**Responsibilities**

- Work with Head of Learning Support and Assistant to the Head of Learning Support to plan targeted support for students, then teach accordingly.
- Plan and implement engaging, innovative lessons that will help students access the curriculum
- Ensure that the highest standard of teaching and learning is maintained
- Demonstrate outstanding subject and curriculum knowledge
- Adapt individual or small group teaching to respond to the strengths and needs of all pupils, knowing when to differentiate appropriately
- Set high expectations which inspire, motivate and challenge pupils

# Job Description

- Ensure reliable and timely marking, giving pupils regular feedback, both orally and through accurate marking of their work
- Be responsible for pupils' progress and welfare within the teaching session
- Manage pupil behaviour effectively to ensure a good and safe learning environment
- Assess, record and report on the development, progress and attainment of pupils
- Make accurate and productive use of assessment, providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils via the Head of Learning Support
- Use relevant data to monitor progress, set targets and plan subsequent lessons
- Communicate and co-operate with persons or bodies outside of the school
- Manage departmental resources in accordance with the School's policies and procedures
- Undertake such training as may be reasonably required by the School to adapt to the changing requirements of the School or as may be necessary to fulfil the School's statutory or regulatory obligations
- Undertake mandated job-related training as required by the School
- Promote and safeguard the welfare of all children and young persons

# Job Description

## Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

## Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

## Health and Safety

As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

# Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Competent English Language skills</li> <li>• Basic key skills</li> </ul>	<ul style="list-style-type: none"> <li>• Additional qualifications at a high level</li> </ul>
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>• Outstanding classroom practitioner.</li> <li>• Genuine interest in the craft of teaching and knowledgeable about teaching and learning</li> <li>• Subject knowledge of the highest order</li> <li>• Understanding of the factors that influence girls' learning</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching at all levels including A Level</li> <li>• Background of teaching with significant success</li> <li>• Understanding of how to use Assessment for Learning to develop pupils into independent learners</li> <li>• Up to date knowledge of ISI requirements for subject departments.</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively, in clear English, with colleagues, pupils and parents, including in written reports</li> <li>• Effective behaviour management strategies</li> <li>• Differentiation</li> <li>• Ability to prioritise and make decisions</li> <li>• Excellent time management and organisational skills</li> <li>• Outstanding use of ICT in the classroom and to develop resources</li> </ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to high standards and achievement and to raising these standards</li> <li>• Commitment to own professional development</li> <li>• Support for school aims and policies</li> <li>• Ability to cope with pressure/workload</li> <li>• Tact and discretion, loyalty, flexibility, dependable with soundness of judgement and time management skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate being articulate, presentable, co-operative, reliable, responsive with a "can do" attitude with good communication skills at all levels</li> <li>• Creates good rapport with staff, parents and pupils</li> <li>• Ability to listen</li> <li>• Ability to work in a team</li> <li>• Sense of humour</li> </ul>
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• Understands their role in the context of safeguarding children, young people, and vulnerable adults</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of Equality and Diversity</li> </ul>	

# Further Details

**Working hours:** On a casual basis

**Working weeks:** Term Time only

**Pay Banding:** £34.01 per hour

- You will be opted into the Foundation pension scheme.
- Employee Assistance Programme.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service.
- Access to a wide range of retail discounts.
- A strong, supportive staff community.

## Appointment Method

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

## Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



## Appointment Timetable

Completed applications should be submitted to [hr@warwickschools.co.uk](mailto:hr@warwickschools.co.uk)

Deadline for submission of applications

(on the standard application form): Monday 13<sup>th</sup> April 2026 at 12pm

Interview date: To be confirmed

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A company limited by guarantee; Registered in England; company number 4252305  
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