

Job Description – Casual Maths Support Tutor (classroom based), Cockshut Hill School

Job title	Maths Support Tutor, Cockshut Hill School
Grade	Grade 3 fixed Point 22
Responsible to	Head of Maths
Effective from	ASAP

Summit Learning Trust Mission Statement

Success through Endeavour
Ambition through Challenge
Strength through Diversity

Role Purpose

To provide in class academic mentoring and support to specific learners, whilst promoting engagement for learning and facilitating independence and collaborative peer working. Collaboration with key post holders will be required to ensure a holistic understanding of the individual learners are ascertained with recommendations implemented, monitored and regularly reviewed.

Main duties and responsibilities:

- Develop a small group mentoring relationship with specific learners needing particular support in lessons.
- Maintain regular and positive home to school partnerships with parents/carers keeping them informed of their child's needs and progress, and to secure positive family support and involvement.
- Contribute to the maintenance of records and information systems both computerised and manual with due regard for data protection, sensitivity and confidentiality.
- Work closely with subject leader, class teachers, achievement leaders, SENDCo and wider Inclusion team to appropriately implement support and strategies.
- Work with learners, on a one-to-one basis and small groups (pre/post tutoring) encouraging them to maximise their potential through a range of strategies and personalised support programmes.
- Draw up action plans for specific learners where necessary, set regular targets and actions and monitor the outcomes – thereby evaluating progress towards a more positive approach to learning.
- Attend and contribute to review meetings.
- Be familiar with the range of extended services available to support learners
- Network with other learning mentors and teaching assistants to share best practice.
- Comply with all relevant legislation and school policies and procedures.
- Attend and contribute to faculty meetings and briefings to keep up to date with key priorities, training and inclusion matters.
- To undertake additional duties as required by the Principal commensurate with the grading and nature of the post.
- Attendance at staff meetings, CPD sessions and training days

General Duties

- The job description details the main outcomes of the job and will be updated if these outcomes change.



- All work performed/duties undertaken must be carried out in accordance with relevant Trust and Cockshut Hill School policies and procedures.
- Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Notes

- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	