



# BARKING ABBEY SCHOOL

## A LEVEL CURRICULUM TUTOR

### RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL



**BELONG**  
BARKING

**ASPIRE**  
ABBEEY

**SUCCEED**  
SCHOOL

[www.barkingabbeyschool.co.uk](http://www.barkingabbeyschool.co.uk)



GIVE

AND

EXPECT

THE

BEST





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# Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of A Level Curriculum Tutor.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe  
Headteacher

# The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online application form on the MyNewTerm website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

## Key Dates

**Closing Date for Applications** Friday 12th December 2025

**Interviews week commencing** Monday 15th December 2025

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: [jobs@barkingabbeyschool.co.uk](mailto:jobs@barkingabbeyschool.co.uk)





# Advertisement

## A Level Curriculum Tutor

**Commencing:** As soon as possible

**Salary:** £30 per hour

### Exciting Opportunity Alert: Join Us as a A Level Curriculum Tutor!

Are you ready to make a real impact on students' lives?

We're thrilled to announce a fantastic opportunity for enthusiastic individuals to join our team in an exciting new role as a specialist small group tutor. This position has been created to bolster our school's capacity as part of the current school led tutoring programme funding.

We are looking for someone who wants to support and develop small groups of students specialist subject knowledge in preparation for their sixth form (KS5) examinations

### Why Should You Apply?

**Flexible and Energising Work Environment:** Dive into a prebooked work schedule tailored to fit the dynamic needs of both our school and its vibrant student community. Get ready for sessions that spark creativity and engagement, held before school, at lunchtime, during the school day, after school, and potentially even during school holidays or weekends.

**Subject Specialists Wanted:** We're on the lookout for passionate individuals who excel in a variety of KS4 & KS5 subject areas. If you have a knack for A Level Biology, A Level Business, A Level Chemistry, A Level Economics, or A Level Sociology, we want to hear from you!

**Perfect for Growth:** Whether you're a current student, recent graduate, or someone bursting with subject knowledge, this role is your ticket to gaining invaluable experience in a school teaching setting. Work under the guidance of experienced Heads of Department and contribute to shaping young minds.

**Full Support and Training:** We're committed to your success! Receive comprehensive support and training to ensure you excel in your role. Participate in selected and relevant CPD meetings and training sessions that will empower you both personally and professionally.

### Current Subject Opportunities:

- A Level Biology (AQA)
- A Level Business (Edexcel)
- A Level Chemistry (AQA)
- A Level Economics (Edexcel A)
- A Level Sociology (AQA)

**Within your personal statement, please inform us which subject you wish to tutor specifically.**

Ready to bring your expertise and enthusiasm to our vibrant school community? Don't miss out on this incredible chance to inspire and be inspired. Apply now and be a key player in shaping the future

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London

Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history please apply.

In return we offer:

- A supportive and encouraging staff team
- The opportunity to access a wide range of CPD opportunities within and beyond school
- A school which understands the importance of staff well-being and workload management
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states; "This is a large and diverse school where difference is valued. Pupils, and students in the sixth form, are supportive and respectful of each other. Pupils' conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy". (Ofsted, February 2024)

Please click here to find out more information about what it is like to work at Barking Abbey:

<https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.



# Job Description

<b>Job Title:</b>	A Level Curriculum Tutor
<b>Working Hours:</b>	Hourly sessions- Casual pre-booked based on the needs of the school
<b>Department:</b>	To be determined by individuals subject specialism
<b>School:</b>	Barking Abbey School LR & SR campus
<b>Reports to:</b>	Curriculum head of department

This is a new role to provide additional capacity in school in line with the current school led tutoring programme funding. Work is on a casual pre-booked basis to suit the needs of the school and our students and the availability of the individual. Work will be paid at an hourly rate. Sessions are likely to be held before school at lunch time, during the school day, after school and possibly during school holiday periods and on weekends.

We are looking for staff to teach or who specialise in a number of KS4 & KS5 subject areas. The Post holder will work under the direction and guidance of the Head of Department for their relevant subject area.

This role would be ideal for someone who is currently or has just finished studying or someone who has great subject knowledge and would like to gain experience in a school teaching.

Full support and training will be provided and the post holder will be able to participate in selected and relevant CPD meetings and training

## 1. Purpose of the Job:

- **To undertake small group interventions and or teaching duties subject to the direction and supervision of a designated qualified teacher:**
  - To teach individual pupils intervention groups and whole classes in accordance with the teaching and learning programmes of the School and relevant curriculum including the following:
    - Organising, maintaining and developing the learning environment.
    - Contributing to planning and collaborative planning (including differentiation) with teachers, participating in lesson planning, evaluating and adjusting lessons.
    - Developing, preparing and selecting curriculum materials and resources.
    - Behaviour and discipline management, in line with the policies and procedures of the School.
    - Managing and developing positive relationships with pupils.
    - Monitoring, evaluating and assessment.
    - Contributing to pupil records, reports and IEP's in accordance with school policy.
- Supervise/cover classes as agreed, sometimes at short notice in the absence of a teacher (unplanned absence).
- Collaborate with allocated teachers/manager to organise and teach classes as part of a regular timetable and during the planned absence of a teacher
- To have professional regard for the ethos, policies and practices of the school.
- To demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships within the school community.
- To support the teacher in providing a nurturing environment for the education of pupils.
- To be able to work under the guidance of the class teacher and, when necessary, on your own initiative.
- To commit to improving your own practice through self-evaluation and awareness.
- To understand your role in order to be able to work collaboratively with the class teacher and other colleagues.



- To work with the class teacher and to support and promote the safeguarding and welfare of all children and young people attending School.
- To promote positive, professional relationships with pupils, parents and colleagues to support the best interests of the pupils.

## **2. Classroom Preparation**

- To set out learning resources in line with the preparation requirements provided by the class teacher.
- To ensure that learning resources are available and in good condition and that any shortages, damage or losses are reported to the class teacher.
- To teach pupils to return materials to the appropriate place after use.
- Prepare and develop additional resources to support learning as appropriate, under the guidance of the class teacher.
- Assist with the presentation of the children's work, interest areas and displays, to provide a stimulating classroom environment, under the guidance of the class teacher.
- To support the class teacher in maintaining and servicing resources and equipment across the setting, both indoors and outdoors.

## **3. Classroom Records**

- To observe, monitor and assess individual children. To fully contribute to written records in line with the School's Assessment Policy.
- Complete records accurately and legibly with the details specified by the class teacher.
- In consultation with the class teacher, to present written records when required.
- To comply with the school requirements for storage and security of pupil records at all times.
- To maintain confidentiality according to organisational and legal requirements.

## **4. Working with pupils**

- To liaise with the class teacher, in the planning, initiating and facilitating of programmes of work and activities for a group of children or an individual child.
- To promote, support and facilitate inclusion by encouragement and participation of all pupils in learning and extra-curricular activities.
- Under the direction of the class teacher, to work with a group of children during phonics sessions.
- To obtain up-to-date information from the class teacher on pupils' learning objectives, the types of support you are to give, and the teacher's expectations of the pupils.
- To work with the class teacher to create a caring environment and work to build good relationships with pupils.
- To encourage pupils to take responsibility for their own behaviour and to act independently.
- To interact with pupils in a manner appropriate to their communication and interaction skills.
- To support pupils with personal care and hygiene needs when required as part of developing their independence.
- To use effective behaviour management strategies consistently that are in line with school's policies and procedures, within the scope and responsibilities of your role.
- To use ICT to support delivery of the curriculum

## **5. Support for Colleagues**

- To provide consistent and effective support for colleagues in line with the requirements and responsibilities of your role.
- To communicate openly and honestly with colleagues; keeping them fully informed at all times.
- To understand your responsibilities to share knowledge to inform planning and decision making.
- Support colleagues in ensuring the smooth transition of pupils between educational phases.

## 6. Personal Development

- To maintain an up to date understanding of the requirements of the role and responsibilities and of the statutory framework.
- To undertake appraisal/performance review and to share responsibility for ensuring that your own knowledge and understanding is relevant and up to date. Following that review to undertake agreed development actions conscientiously and within the required timescale.
- Make effective use of the development support available.
- Whenever possible, to attend and participate in meetings, as required during and as and when required outside of contracted hours.
- To participate in school reviews, development of policies and ethos of the school.

## 7. Health and Safety

- To ensure compliance with Health and Safety legislation, Council Departmental and School Health and Safety Policies.
- To follow health and safety regulations, procedures and guidelines when attending to pupils' hygiene, health and medical needs and reporting any issues to the class teacher promptly.
- To report, promptly, any problems in maintaining standards of health and hygiene to the teacher.
- To follow the School's procedures on Safeguarding.

## 8. General

- The above duties are neither exclusive nor exhaustive and the post holder may be asked to carry out other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.
- Equalities and Diversity.
  - To ensure that services are delivered in accordance with good equalities and diversity practice.
  - To ensure that equalities and diversity is mainstreamed in your area of work.
- To comply with the General Data Protection Regulations and Data Protection Act 2018 (DPA 2018) (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).



## Our Ethos and Values

# **B**RAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

**BELONG**  
BARKING

**ASPIRE**  
ABBEY

**SUCCEED**  
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.



