



Job Description

Functional Skills Maths Tutor

Job title: Functional Skills Maths Tutor

Location : Really NEET Rotherham

(Occasionally you may be required to visit our sites in South Yorkshire for training and development as needed)

Type of Employment: Full Time, Perm

Days of Work: Mon-Fri (9am-5pm)

Pay Level: £24k per annum

Roles and Responsibilities	
1	Responsible for the planning and delivery of Maths Functional Skills lessons in line with the NCFE curriculum
2	To deliver and implement teaching and learning practices to raise student standards and progress
3	Delivering high quality lessons that include differentiation and extension tasks
4	Working with students from Pre-Entry to Level 2
5	Plan effectively to ensure pupils have the opportunity to meet their potential, taking account of the needs of pupils who are underachieving, those that are able and those that are excelling in Maths, and to meet the needs of pupils with Special Educational Needs and in collaboration with the Send Lead to prepare, implement, monitor and review Individual Educational Packages.
6	To plan and provide one to one support and sessions with students when required
7	Responsible for comprehensive marking and written and verbal feedback for students
8	To assess students' work, progress and attainment and to provide quality assurance
9	To develop high quality teaching materials and schemes of learning that keep students engaged
10	Working in conjunction with the Outstanding and Good criteria for OFSTED
11	To organise the classroom, its resources, student groupings and displays in order to provide a stimulating learning environment
12	To manage support staff effectively, involving them where appropriate with the planning and management of pupil's learning
13	To complete all associated organisation/administrative work, preparation and marking including exam entries

14	To keep and maintain student and class records for attendance and tracking of progress towards qualifications
15	To place, prepare, develop and evaluate courses and course materials, and where appropriate, supervise course provision
16	To assist with all administration, to include assessment, referrals, transition in and out, and on course requirements
17	To attend departmental meetings as scheduled
18	To participate in Really NEET engagement activities
19	To participate and undertake Staff Performance Management (including observations and work scrutiny) and in service training (CPD)
20	To provide pick-ups and drop-offs of students and ensure the necessary business cover has been added to car insurance and ensuring tax and MOT are in place and maintained
21	Deliver quality on site youth work to help all our young people to overcome multiple complex barriers to education.
22	To help create and maintain a safe environment for our young people where they feel confident to approach any member of staff if they have a worry or problem.
23	To understand that safeguarding is a key responsibility of your role and that any safeguarding concerns must be passed on to the relevant staff member as set out in the companies Safeguarding and Child Protection Policy.
24	To familiarise yourself with the companies Safeguarding and Child Protection Policy
25	To upload safeguarding incidents onto CPOMS
26	To upload any relevant information to SIMS
27	To keep up-to-date on relevant SEND strategies relevant to current cohort of students
28	To provide input for educational reports and SEN paperwork as and when requested by SENCO
29	To work effectively as a key member of the Really NEET team, establishing and maintaining good relationships with colleagues, parents/carers, students and other professionals. Recognising that you are a representative of Really NEET and upholding the company ethos at all times.
30	To meet the requirements of the Health & Safety at Work Act 1974
31	To familiarise yourself with the Staff Handbook
32	To undertake any training that the company deems necessary
33	To undertake any additional responsibilities as needed by the organisation

The post holder may be required from time to time to undertake other duties within the organisation as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of salary.

The priorities for each year will be reviewed against this job description annually through performance management meetings and appraisals

Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service).