



University Technical College Norfolk

We are looking to appoint Casual Academic Tutors to support post 16 students in Further Maths, Maths, Computing and Physics (ideally offering sessions to Engineering students in the form of Maths/Science for Engineering).

Job Description

Job Title:	Casual Academic Tutor for post 16 students
Reports to:	Marisa Pinillos - Assistant Headteacher
Grade:	Block of 10 weeks - £26 per hour
Overarching Job Purpose:	The role of the Academic Tutor is to provide academic support and targeted intervention for post 16 students in the school.

Main Tasks and Responsibilities

1	To work with small groups and / or individual students on specific tasks, as directed by the Assistant Headteacher and / or Head of Faculty.
2	Assess students' strengths and areas to develop in order to establish targeted interventions in order to support students.
3	To support specific students with catch-up and intervention sessions, under the supervision of senior staff and middle management.
4	To support students with SEND and/or Social Inclusion needs.
5	To facilitate the differentiation of tasks for students.
6	To support specific students with guided revision and homework, under the supervision of senior staff and middle management.
7	To support specific students with university applications.
8	To ensure the school's health and safety guidelines are adhered to.
9	To support all school policies including equal opportunities, Safeguarding & child protection, bullying, behaviour for learning etc.

Person Specification

- excellent A Level results in one or more of the subjects be offered for tuition
- studying a degree/post graduate course that relates to one or more of the subjects being offered for tuition
- relate well to students in all aspects of school life
- put the needs of the students first and work with them to achieve their full potential
- be self-motivated and aim for the highest standards in all that they do
- be dedicated to the success of the students, their teams, the school and themselves
- have confidence and competence in the use of Information Technology
- contribute to and be active in the work of their team(s)
- have good communication skills
- have a sense of humour
- be positive and co-operative
- respond constructively to developments within their areas
- have enthusiasm, energy, resilience and vision
- have strong organisational and interpersonal skills
- have a commitment to continuous school improvement
- have a commitment to personal development and accept advice and coaching