



JOB DESCRIPTION

Job Title: Maths Teacher/Tutor

Location: Nationwide

Salary Range: Up to £40K depending on experience

Reporting to: Head of Curriculum

JOB SUMMARY:

To deliver engaging and inspirational Maths programmes as part of a team, leading to defined outcomes for young learners in accordance with PET-Xi's company values and which meet prescribed internal and external standards, in accordance with the detailed specification agreed with the particular client.

DUTIES AND RESPONSIBILITIES:

- Follow the Rules and Procedures for Training Staff
- Deliver the agreed programme in accordance with the course plan
- Complete a report on the team where applicable
- Ensure good housekeeping at the programme venue and compliance with local health and safety requirements
- Assess course tasks accurately, including past exam papers

GENERAL DUTIES

To actively promote and act, always, in accordance with PET-Xi Training policies and promote innovation where possible.



To deliver your day to day duties consistently within the terms of the contract

To comply at all times with the requirements of the Health & Safety regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.

To comply always with the Company's data security policy. Also, to respect confidentiality of information about staff, learners, and service users and in particular the confidentiality of electronically stored personal data in line with the General Data Protection Regulations.

Skills and Experience:

- Previous experience with engaging with young people
- Ability to engage with and inspire young learners, by using age-appropriate training techniques and inter-personal skills
- Create an appropriate learning environment and maintain a disciplinary framework by demonstrating a strong 'presence' in the classroom
- Be capable of modifying delivery method dependant on the learners in the group
- Be able to work as part of a team and take direction from a Lead Trainer
- Be able to work to deadlines
- Have good ICT skills using Microsoft Office software

Disclosure Barring (DBS) (formerly CRB) checks are a mandatory part of the recruitment process for staff. PET-Xi aims to promote equality of opportunity for all with the right mix of talent, skills, and potential. Criminal records will be considered for recruitment purposes only when the conviction is relevant. Having an unspent conviction will not necessarily bar you from employment. This will depend on the circumstances and background to the offence and the position you have applied for. PET-Xi is exempt under the Rehabilitation of Offenders Act. This means the convictions never become "spent" for work which involves access to Young People and Vulnerable Adults. Failure to disclose any "unspent" convictions may result in the offer of employment being withdrawn or if appointed could lead to dismissal. The Disclosure Barring Service (DBS) has published a code of practice for organisations undertaking DBS checks and a copy is available on request.

It is the responsibility of all Company employees to fully comply with the safeguarding policies and procedures of the Company. As a PET-Xi employee you must ensure that you understand your role in protecting adults and children that may be at risk of abuse. Individuals must ensure compliance with their safeguarding training.

The Company is committed to a policy of equal opportunities. A copy of our policy is available from the human resources department.

The Company operates a no-smoking policy.

You should familiarise yourself with the requirements of the Company's policies in respect of the Freedom of Information Act and comply with those requirements accordingly.

The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.

Any other duties as designated by your manager and which are commensurate with the grade. The role description reflects the current position and may change emphasis or detail considering subsequent developments, in consultation with the post holder.

February 2022

PERSON SPECIFICATION

POST: Maths Teacher/Tutor

Requirements	Essential / Desirable
<u>Education / Qualifications</u>	
Relevant degree or equivalent	Essential
QTS	Desirable
Qualified Teacher Status (QTS)	Desirable
<u>Experience</u>	
Working with young people	Desirable
Creating appropriate learning environments	Desirable
<u>Knowledge Requirements</u>	
Understand the application of the curriculum	Desirable
Teaching standards and safeguarding	Essential
<u>Skills/abilities</u>	
Able to work to deadlines	Essential
Ability to vary delivery to meet learner needs	Desirable
Good ICT and use of Microsoft Office	Essential
<u>Personal qualities</u>	
Good team player and take direction from a Lead Trainer	Essential