

# MathsMakers

Making Maths Accessible For All

## MATHS INSTRUCTOR / TUTOR

### Job Description

#### Introduction

**MathsMakers** is an education charity offering supplementary help for students in years 6 to 11 to strengthen their foundations in mathematics, raise their attainment levels and cultivate their confidence when tackling problems. **MathsMakers** partners with schools and runs sessions for students who have been selected by the school. These students are working behind National Curriculum expectations, and include some who are on Free School Meals, have English as an additional language, and may have mild learning difficulties.

For the school year 2020/21, in response to Covid-19 social-distancing rules and uncertainty around school reopening, MathMakers will be delivering maths intervention via small-group tutorial online where a MathsMakers instructor teaches a group of 4 students. Online tutorials will take place during school, after-school, or on Saturday mornings.

We are looking for people with maths tutoring or teaching experience, strong interpersonal skills, and an appreciation of the challenges that young people can encounter around maths learning.

Working with **MathsMakers** offers an opportunity to become part of a friendly team of professionals in a young, dynamic organisation and to make a real difference to the learning and confidence of young people.

## **Purpose of the Role**

To contribute to the work of raising the confidence and attainment of students who attend **MathsMakers** after-school intervention programmes, and support the training and development of the mentors who work with these students.

## **General Responsibilities**

- To deliver the **MathsMakers** programme to a high standard and in a manner that is appropriate and responsive to students' needs. To write final student reports and mentor recommendations letters.
- To observe and promote all **MathsMakers** policies / procedures / working practices / regulations and in particular to comply with **MathsMakers** Equality Policy, Safeguarding & Child Protection Policy and the Code of Conduct.
- To promote the safety and wellbeing of students.
- To undertake appropriate training and staff development.
- To work under the guidance of **MathsMakers** managers.
- To follow Individual Educational Plans, if provided by the school, and/or group profiles when agreed by **MathsMakers** managers.
- To attend **MathsMakers** planning and review meetings.
- To support mentors through contributing to pre-programme training, providing ongoing guidance and writing final evaluation reports.

## **Duties Specific to Each Session**

- Before each session
  - To prepare a Session Plan for each session drawing on materials from **MathsMakers** resources
  - To manage mentor-student allocations
- During each session
  - To take attendance
  - To manage time allocation
  - To manage behaviour
  - To supervise student work with mentors and encourage active learning
  - To run group activities - Starter Activity and Problem-Solving Activity

- introduce activities and highlight the expected learning outcomes regarding maths knowledge and skills being targeted
    - demonstrate with an example
    - organise and manage the mentors to facilitate students while they do group activities
    - conclude the activities and move the students on to work with mentors
  - To conclude the session by ensuring that mentors and mentees review learning progress
- After each session
  - To discuss feedback from mentors on the session's work by their students
  - To encourage sharing of ideas and challenges among mentors
  - To review students' work and plan for recap and further practice, as necessary
  - To update the student-progress tracker spreadsheet for sharing with managers

### **Time Commitment**

Each **MathsMakers** programme of after-school support consists of one 60-minute session per week, for 15-20 weeks, for a group of 10 students whom the school wishes to support. The instructor is expected to be present at school 15 minutes ahead of the session start time and remain 15 minutes at the end of the session to allow time for feedback and review with the mentors.

An instructor must alert a **MathsMakers** manager promptly if unable to attend due to illness or other unexpected event and must provide 4 weeks' notice of termination should the instructor wish to end the contract prematurely.

## **Equal Opportunities**

At **MathsMakers**, everyone has the right to be treated with respect and dignity during their time with us as a learner, member of staff, volunteer, visitor or service user.

To achieve this, **MathsMakers** will endeavour to ensure that you are not treated less favourably because of your age, disability, gender, gender identity, parental or marital status, race or nationality, religion or belief, sexual orientation, trade union activity.

**MathsMakers** values the contributions made by the rich diversity of all who work, learn and are associated to our organisation. It is **MathsMakers** aim to provide an inclusive working and learning environment where everyone is fully respected and supported.

**All shortlisted candidates will be expected to demonstrate their awareness of and commitment to Equality, Diversity, Inclusion and Safeguarding.**

## **Disclosure and Barring Service Check (DBS)**

This post will involve contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service is required as a condition for any offer of employment.

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## INSTRUCTOR Personal Specification

Candidates will need to demonstrate the following

	Essential	Desirable	How Assessed
<b>Educational Qualifications</b>			
1. Undergraduate degree or equivalent	X		Certificates
2. Relevant qualification in Maths and English at GCSE/AS Level equivalent	X		
3. Education-related qualification (e.g., PGCE, Masters in Education, LSA/TA training)		X	
<b>Experience</b>			
1. Work in a vocational area, business/administration and/or voluntary sector	X		Application form
2. Tutoring, mentoring, coaching or teaching experience	X		
3. Online tutoring		X	
4. Experience supporting young people with mild learning needs		X	

	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
<b>Knowledge and Skills</b>			
1. Understanding of the principles involved in the effective delivery of maths education	X		Interview
2. Understanding of the requirements of Years 6-11 Mathematics specification		X	
3. Ability to inspire and motivate students	X		
4. Ability to support students with mild learning difficulties		X	
5. Appreciation of how to maximise students' achievement while recognising the possible barriers to achievement	X		
6. Ability to carry out positive behaviour management	X		
7. Ability to work as part of a team	X		
8. Ability to organise own workload and meet deadlines	X		
9. Ability to maintain appropriate records	X		
10. Ability to communicate clearly and accurately in spoken and written Standard English	X		
11. Ability to reflect on your own strengths and weaknesses	X		
12. Familiar with Microsoft Powerpoint.		X	

	Essential	Desirable	How Assessed
<p><b>Personal Attributes</b></p> <ol style="list-style-type: none"> <li>1. Enjoys Maths teaching and learning</li> <li>2. Enjoys working with young people and has a perceptive understanding of their needs and expectations</li> <li>3. Able to develop and maintain good rapport with students</li> <li>4. Self-motivated and able to work independently</li> <li>5. Good communication skills.</li> <li>6. Presentation as a suitable and professional role model for students.</li> <li>7. Good time management &amp; punctuality.</li> </ol>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		<p>Interview</p>
<p><b>General Circumstances</b></p> <ol style="list-style-type: none"> <li>1. An understanding of and commitment to <b>MathsMakers</b> Equal Opportunities Policy and Safeguarding and Child Protection Policy</li> <li>2. A flexible approach to working and an ability and willingness to travel to school locations</li> <li>3. Have the facilities to conduct online tutorials from home</li> </ol>	<p>X</p> <p>X</p> <p>X</p>		<p>Interview</p>