

Schools Maths Tutor

Contract term: Permanent, full-time

Hours: 37 hours

Location: Peripatetic – ACT Schools, Cardiff & ACT Schools, Caerphilly.

Salary: £29,000 rising to £34,000 per annum.

If you would like to work for an organisation that holds 3-star accreditation with Best Companies demonstrating extra-ordinary levels of staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last seven consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!

Who we are:

As Wales's largest Training Provider, ACT provide a wide range of training programmes and qualifications including Traineeships, Apprenticeships, Higher Apprenticeships and Schools provision across 30 different sectors throughout Wales.

ACT is all about people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

ACT Schools was established as an independent special school in April 2018. The school accommodates learners aged 11-16, for whom continuing in mainstream education was not a viable option.

What you'll do:



ACT Schools prides itself on its values and ensures the best possible delivery is given to our learners. You will be passionate about ensuring young people are equipped to become successful adults with a wide range of skills and abilities.

We are looking for a positive, caring individual who is keen to support learners who encounter challenging behaviours within ACT Schools. You will be enthusiastic and patient and will have a full understanding of behavioural, emotional and social difficulties (BESD).

As an employee at our registered independent school, you will be expected to plan and deliver high quality teaching, learning and assessment in line with ESTYN requirements. You will be responsible for the delivery of your curriculum area to group sizes of approximately 7, 11 – 16-year olds, who have been referred to us, due to either having been or are at risk of being excluded from mainstream education, who are school phobic or are classed as vulnerable.

The successful candidate will be able to develop the numeracy levels of all of our learners to prepare them for their exams in GCSE Mathematics and Numeracy.

The role is peripatetic, and will cover both ACT Schools in Cardiff and Caerphilly. The post fits within the Schools team, reporting to the Centre manager.

ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)



- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards
- Complimentary tea and coffee
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

What you are responsible for:

- Establish a safe, inclusive and purposeful learning environment which allowing learners to feel safe and sufficiently confident to make an active contribution to learning and ACT Schools
- Behavior manage classroom/cohort constructively by establishing and maintaining a clear and positive framework for classroom discipline, in line with ACT Learner Standards and the Schools' Behaviour Policy
- Challenge instances of poor or disruptive behavior both inside the classroom and in recreational areas using appropriate de-escalation techniques which may include physical intervention
- Manage the learning of individuals and groups effectively, modifying teaching appropriately to suit the stage of the lesson and the needs of the learners therein, provide opportunities for all learners to achieve their full potential
- Plan and develop engaging lesson plans and detailed schemes of work which adequately stretch and challenge the learners.
- Ensure your curriculum area is made accessible to all learners, making sure opportunities for progression and development of skills are made available.
- Support all tutors with the development of resources, bridging the transition between key stages.

- Ensure robust monitoring of learner progress is in place, being able to quantify progress made.
- Carrying out thorough initial assessment of learner ability in order to identify gaps in knowledge and using this information to shape their delivery approaches.
- Deliver challenging, well-organised lessons and sequences of lessons using an appropriate range of teaching strategies and resources, including online/e-learning, meeting learner needs and taking count of diversity, equality and inclusion
- Engage in the use of Google Classroom and other digital platforms to support learning in the classroom whilst also ensure a distance learning offer is readily available
- Make effective use of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learner progress and attainment
- Know the assessment requirements and make arrangements for the subjects/curriculum areas they teach; including those relating to public examinations and qualifications
- Follow and adhere to quality assurance process/procedures
- Liaise with Centre Manager and provide progress reports for cohort of learners
- Reporting instances of positive work as well as areas of concerns relating to learner progress to the parent/carers with approval from the Centre Manager.
- Be responsible for reporting safeguarding concerns to the Centre Manager in accordance with ACT's safeguarding policy.
- To provide professional, detail reports in relation to incidents that occur within the provision, including the reporting of damage.
- Be actively involved in the supervision of learners during break and lunch times
- Arrange off site visits relevant to subject are where required, ensuring all risk assessments are completed.
- To adhere to and promote ACT's environmental and sustainability practices.

- Responsible for adhering to all GDPR (General Data Protection Regulations) legislation in respect of all learners, clients and colleagues.
- Any other duties as requested by your Manager, which may be necessary from time to time.

Personal and other duties and responsibilities:

- Demonstrate dignity, courtesy and respect towards others.
- Critically reflect on own values, knowledge and skills to improve learning.
- To actively keep updated with the company's services and programmes.
- Maintain CPD by attending training events, courses, meetings, workshops and seminars to keep abreast of subject/vocational area to not only develop yourself but also the company.
- To demonstrate clear written and verbal communication skills including report writing skills.
- To be highly self-motivated and organised.
- To ensure effective customer care skills.
- A recognition and regard for observing confidentiality.
- The capacity to work as part of a team.
- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display ACT core values at all times.

Person Specification

What we are looking for:

	Assessment Method	Essential	Assessment Method	Desirable	
Experience	A	Application/ Interview	Experience of learners with specific educational needs, i.e. ADHD, Dyslexia	A Application/ Interview Working within an alternative learning environment.	
	B	Application/ Interview	Delivery and knowledge of numeracy with specific focus on engaging low level ability learners.		
	C	Application/ Interview	Experience of the planning, delivery and assessment of the GCSE Mathematics and Numeracy specifications with proven record for supporting learners to gain their GCSE outcomes.	B Application/ Interview Knowledge and experience of the guidance surrounding the curriculum for Wales changes.	
	D	Application/ Interview	Experience of working with challenging, disengaged learners.		
	E	Application/ Interview	Experience of challenging inappropriate behaviour.		
Qualifications & Knowledge	A	Application/ Interview	PGCE or equivalent.	A Application/ Certificate verification Relevant subject qualification	
			Have a good and up-to-date knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them.		B Application/ Certificate verification Team Teach
					C Application/ Certificate verification Assessor qualification
					D Application/ Certificate verification Internal Quality Assurance qualification
Skills & Attributes	A	Interview	Creative and passionate for training/learning	A Interview Welsh speaker	
	B	Interview	Ability to develop learners with challenging behaviours		
	C	Interview	Proven track record of meeting targets		
	D	Interview	Report writing skills		

	E	Interview	Excellent written and verbal communication skills			
	F	Interview	Well organised			
	G	Interview	Curriculum development			
	H	Interview	Team player with ability to work on own initiative			
	I	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
Personal Qualities	A	Interview	To uphold ACT Values			
Other	A	Interview	Hold a full U.K. driving licence			

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=21882-2ED0192D-DF8C-426B-BAC9-CAED5CC26428>

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 We invest in people Platinum
 Rydym yn buddsoddi mewn pobl Platinwm

