

# Job Description

<b>Organisation:</b>	Lighthouse Futures Trust
<b>Job Title:</b>	Specialist Tutor: Maths
<b>Reports to:</b>	Interim Deputy Principal
<b>Pay Scale</b>	30,000 – 34,000
<b>Date of compilation:</b>	June 2024

## ROLE PURPOSE:

To provide quality first teaching and oversee the innovative planning and implementation of a programme of Maths to maximise student success, achievement, and retention.

## PRINCIPAL RESPONSIBILITIES:

- Conduct screening and initial assessments for each student to assess their level of Maths and liaise with the designated exams officer to ensure students are entered for the correct level of exam in a timely manner and ensure regular diagnostic assessments are carried out using Skills Builder to analyse the progress of students and use this data to inform teaching, learning and assessment.
- Regularly meet with students to ensure appropriate ILPs are developed and clearly identify any at risk students to Line Manager and Programme Lead in a timely manner. Respond to any curriculum issues affecting programme delivery and student learning/training activities.
- Plan, implement and oversee the curriculum required to support the students to study towards, and successfully achieve, the relevant qualifications in Maths and direct supporting staff accordingly in sessions to maximise the most effective and efficient support for students and ensure planning is shared in advance.
- Proactively plan, support, and intervene to ensure the highest standards of teaching and learning and wellbeing of staff and students ensuring teaching and learning is innovative, inspirational and differentiated at all times.
- Where students have already achieved a GCSE grade 4 and above or equivalent, work with the Employability Job Coach to plan and implement a project that allows them to build upon and strengthen their Maths skills
- Undertake the necessary administrative tasks required for the effective operation of programmes in the area and carry out moderation/ assessment and verification.
- Work with colleagues to embed Maths into all areas of the curriculum whether delivered on site or at employer premises.
- Monitor standards in teaching, learning and assessment, reporting to Lead for Curriculum as necessary, promoting high levels of student motivation and participation in lessons.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for the college's management information system (MIS) and complete the relevant documentation to assist in the tracking of students and provide early intervention to any student who is identified as working below expected range.

- Set, monitor and review personal objectives and training plans for each student, addressing any areas for development. Regularly update student data, tracking performance, monitoring achievement and reporting to the Interim Deputy Principal.
- Use and maintain schemes of learning for all programmes, copies of each to be logged and ensure records reports, profiles and systems are maintained.
- Ensure detailed progress information is provided in a timely manner to contribute towards Education, Health, and Care Plan reviews.
- Develop systems to ensure that the achievements of all students are recognised, celebrated, and communicated effectively.
- Ensure interns gain confidence, feels valued and builds self-esteem as well as developing work-based skills.
- Collaborate with SENCO and wider colleagues to set, monitor, review and record progress at all times for each intern against personal, EHCP and work-based targets on LFT based systems as required.
- Ensure students are safe at all times through appropriate risk assessments and following safeguarding procedures and policies at all times.
- Professionally represent LFT at events, conferences, exhibitions and meetings to contribute to the ongoing positive reputation of the college
- Always have very high regard for the interns, seeing their strengths and talents and be ambitious for their futures.
- And any other duties that may be required to help drive forward the vision of Lighthouse Futures Trust and ensure that students remain at the forefront.

#### **GENERAL LIGHTHOUSE FUTURES TRUST RESPONSIBILITIES FOR ALL STAFF:**

- Contribute towards building and developing a positive culture and ethos within the college including positive team working and collaboration amongst staff.
- Act with honesty and integrity and uphold the core values of the college
- Maintain high standards in attendance and punctuality with good personal time management
- Ensure that all relevant policies and procedures are always followed including (but not exclusively) Safeguarding, Health and Safety, Prevent and Equal Opportunities.
- Take opportunities to continuously learn and grow with a willingness to attend and participate in relevant meetings/professional development opportunities as appropriate.
- Be flexible and working according to needs, performing and reasonable duties as requested by the CEO/Line Manager which may involve assisting other areas which are commensurate with the grading of the post.
- To ensure all aspects of your work are done to the highest standards.