



Job description

Responsible to: Headteacher / Director

Job purpose: To teach children and young people, undertaking the key responsibilities outlined below:

Main responsibilities:

- Teach children using effective teaching methods to ensure engagement, learning and progress
- Mark and assess children's completed work, providing verbal and written feedback
- Keep accurate up to date records of children's progress using the UMTA Learning Management System (LMS) and meet assessment reporting deadlines.
- Be aware of UMTA key policies, which include: Safeguarding and Child Protection, Health and safety, Equality policies and raise concerns with the Headteacher
- Liaise with parents to report and discuss their children's progress
- Undertake temporary responsibilities consistent with the basic duties of the post as required from time to time by the Headteacher or Director.
- Take part in and support extra- activities organised by UMTA

Knowledge, Skills and Experience:

- GCSE grades B and above in English and Maths and at least a C in Science
- Experience teaching children between the age ranges of 6 to 18 years old

Organisation:

- Organise workload and use teaching resources effectively to teach and engage children
- Ensure that children's needs are responded to through extra support or challenge, as necessary

Communication:

- Positive communication with children, parents and colleagues



Person Specification

Qualifications & Training	Essential	Desirable	Interview	Application
Qualified Teacher Status		✓		✓
Degree (or equivalent)		✓		✓
Evidence of further studies (e.g. Masters, Ph.D. etc)		✓	✓	✓
GCSE grades A* - C	✓		✓	✓
Experience	Essential	Desirable	Interview	Application
Evidence that as a tutor, the candidate has experience of effectively managing children's behaviour		✓	✓	
Evidence of successful organisation skills	✓		✓	
Recent experience of teaching children		✓		
Personal qualities	Essential	Desirable	Interview	Application
Actively committed to personal and professional development through reading, researching and attending		✓		
A positive role model who is confident, displays warmth, sensitivity, flexibility and maturity of approach, enthusiasm and optimistic	✓		✓	
Motivation, energy, commitment, proven capability for hard work and 'willingness to go the extra mile', capacity to manage own workload	✓		✓	
Proven ability to work as a member of a team	✓		✓	
Record of good health and attendance	✓		✓	
Interpersonal skills	Essential	Desirable	Interview	Application
Ability to develop and maintain a positive rapport with pupils, colleagues, parents, leadership and others associated with UMTA	✓		✓	
Ability to mediate and negotiate in appropriate circumstances	✓		✓	
Job-related aptitudes, skills and knowledge	Essential	Desirable	Interview	Application
Willingness to respond wholeheartedly to the need for good community cohesion and UMTA promotion		✓		
Good IT knowledge and skills	✓		✓	