

THE CASTLE PARTNERSHIP TRUST

Executive Headteacher: Sarah Watson



The Castle Partnership Trust

ACHIEVE | BELONG | PARTICIPATE

THE CASTLE SCHOOL

Wellington Road, Taunton,
Somerset TA1 5AU
Tel: 01823 274073
www.castleschool.co.uk

COURT FIELDS SCHOOL

Mantle Street, Wellington,
Somerset TA21 8SW
Tel: 01823 664201
www.courtfields.net

March 2018

Dear applicant

Appointment of casual Tutors

Thank you for your interest in our casual Tutor vacancies.

This is an exciting opportunity for tutors to work alongside our Maths and English departments and provide additional support alongside classroom teaching. Tuition will take place at the school during normal school hours using teaching resources and facilities as appropriate to deliver designated activities.

Applicants do not need to be qualified teachers, however they must hold A or A* (Grade 8 or Grade 9) GCSE in their subject. The successful candidates will be enthusiastic and patient with excellent subject knowledge. Hourly rates of pay will be dependent on qualifications and experience.

The most important thing for our children is their safety. We foster a culture of vigilance amongst staff, students and parents. We always listen to children and take their concerns seriously. The Castle School is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated. Please note that for posts working with children the successful candidate will be required to undergo an Enhanced Disclosure and Barring Service checks (previously known as CRB checks).

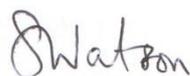
Applications should be emailed to Recruitment@castle.somerset.sch.uk or posted to

Mr Rob Trowbridge
Assistant Business Manager
The Castle School
Taunton
Somerset
TA1 5AU

The closing date for application forms _____.

Please do not send copies of DBS (Disclosure and Barring Service) certificates, or additional materials with your form. Any CVs must accompany a fully completed application form.

Yours sincerely



Sarah Watson, Headteacher

JOB DESCRIPTION

<u>Job Title:</u>	Subject Tutor
<u>Reports to:</u>	Deputy Headteacher / Head of Faculty
<u>Pay:</u>	£7.50 per hour
<u>Hours:</u>	Casual Hours during school day
<u>Disclosure Level:</u>	Enhanced

To support teaching within the subject area through undertaking one or more of the following key responsibilities.

Main Responsibilities

1. Design and deliver teaching materials through use of appropriate teaching, learning and assessment methods.
2. To have a belief in the importance of working together with all other staff to develop and implement the Trust's aims, plans and policies.
3. To work, represent and promote the area and school in a manner that enhances the Trust's aims and values.
4. To be able to work in an inclusive and positive manner and help to promote enjoyment of learning throughout the Trust.
5. To be aware of any Safeguarding, Health and Safety, disability, equality or welfare issues, and raise any concerns with the Safeguarding Lead or appropriate member of staff.

Planning and Organising

Postholder will plan their own workload and use teaching resources and facilities as appropriate to deliver designated activities. They will co-ordinate with others e.g. academy staff in the relevant department, to ensure that student needs and expectations are met, and implement an effective and positive approach to behaviour management that supports high quality learning.

Decision Making

Postholder will contribute to the production and delivery of materials within the subject area. They may identify the need for developing the content or structure of modules with academy staff and make proposals on how this should be achieved.

Knowledge, Skills and Experience

Postholders will hold A or A* (Grade 8 or Grade 9) GCSE in their subject as a minimum. Previous teaching experience is not essential but the expectation is that tutors will, through discussion with the Department, have an understanding of the Trust's key academic policies and procedures.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.