

Job Description

Job Title: Mathematics Workshop Supervisor

Line Manager: Senior Curriculum Manager for Mathematics

Job Requirement: The primary function of this role is to support students studying Maths to maximise their learning through additional workshops, one to one support .

Key Purpose of the Role

The Mathematics workshop supervisor will contribute to the achievement of the College's single corporate objective – **improving students' achievements** – by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

Key Responsibilities

1. To offer one-to-one, face to face support for students to get help with their work.
2. Work with small groups of students in weekly scheduled sessions.
3. Assist the Curriculum Manager with the allocation of workshop support to students identified as needing help.
4. Provide general administrative support as required.
5. To comply with policies and procedures relating to fraud and irregularities, child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the general data protection regulations, reporting all concerns to the appropriate person.
6. All staff have a shared responsibility to actively promote inclusion, fostering an environment where every individual feels valued, respected, and supported in their learning and development. This includes identifying and removing barriers to participation and learning, so that ALL students can achieve and thrive.
7. Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.

Person Specification

We are looking for an individual who is passionate about helping students reach their full potential. The ideal candidate will have:

Qualifications

- Good A level in Mathematics, and possibly Further Mathematics

Personal Qualities and Skills

- Good communication skills
- Ability to build rapport with others in order to foster positive working relationships.
- A 'can do' attitude.
- Ability to work independently and as a member of a successful team.
- Resilient, calm and able to work under pressure.
- High professional standards and personal integrity in order to maintain confidentiality.
- Competent IT skills

Desirable

- Experience of working in an educational environment