



Sessional Key Stage 3 Sessional Tutor - JOB DESCRIPTION

Title of Post:	Key Stage 3 After-school club Tutor
Pay Scale:	£30 per session plus £30 for planning and report writing
Session hours:	Tuesday 4.45 pm - 5.45 pm
Responsible to:	Manager
Job type:	Sessional
Location:	Thamesmead, London
Start date:	16th January 2024
Apply by:	1st December 2023

Job context and purpose

Divine Buzz welcomes tutors of high professional standards and collaborates with each tutor for continued review and development of expertise to benefit the pupils.

All our tutors make valuable contributions to the Divine Buzz's activities development and the overall progress of the pupils. All tutors will be expected to develop activity lesson plans for the assigned activities.

Each tutor is to undertake the teaching of English and Maths, in accordance with the Teacher's Standards and in line with the standards of the national curriculum, to Key Stage 3 children. The Tutor will design the session's outcomes in a way that contributes to the overall learning outcomes of the project. Additionally, tutors will carry out administrative duties with respect to activity reports for each activity. These will need to be produced quarterly.

About Divine Buzz

Divine Buzz is a community interest company (CIC) based in Thamesmead Moorings. Our goal is to eliminate isolation and loneliness and create a community where people work well together with few instances of solitude.

Our mission is to empower women, children, and their families through physical exercise, social and educational programmes that promote physical health, mental well-being, and personal development. A community where everyone feels welcome and included, regardless of race, colour, gender, or sexual orientation.



Planning, teaching, and session management

- To prepare and develop teaching materials, teaching programmes, methods of teaching and assessment using clear differentiation as well as the necessary pastoral arrangements.
- Provide clear structures for sessions and for session plans which maintain a good pace, and motivate and challenge the pupils.
- To design assessments in line with the pupil's learning abilities and needs, assess, record and report on the development, progress and attainment of pupils; academically, socially and personally; and use the assessment data to guide future session plans
- Ensure effective teaching of the whole class whilst establishing high expectations of behaviour and attainment so that learning outcomes are met.
- Engage with the pupils to ensure sound learning and discipline and maintain a safe, pleasant, stimulating and positive learning environment in which pupils feel confident.
- Use a variety of teaching and learning styles to keep all pupils engaged. Be familiar with the Code of Practice and identification, assessment and support of pupils with SEN.
- To deliver sessions in line with the standards of the national curriculum
- Evaluate your own teaching critically to improve effectiveness.
- Be punctual and set a good example to the children.
- Take pupil attendance in assigned sessions
- To communicate and consult effectively with the parents of children and the Manager
- Supervise the work of any support staff, including teaching assistants, who are assigned to work within the sessions.
- To carry out administrative duties as necessary e.g. maintain accurate attendance registers, and carry out risk assessments, etc.
- Have knowledge of and keep up to date with the Curriculum guidance for Key Stage 3.
- Be aware of the need to take responsibility for your own professional development outside of the regular training provided by Divine Buzz.

Other professional requirements:

- Establish and maintain effective working relationships with the Divine Buzz staff, contractors, volunteers, and parents.
- Participate as required in meetings with Divine Buzz staff, contractors, volunteers and parents in respect of the duties and responsibilities as detailed above.
- Be aware of the need to take responsibility for your own professional development outside of the regular training provided by Divine Buzz.
- Safeguard the health and safety of all children.

Additional Key Duties

- To engage with children, and their parents where applicable.



- To prepare session templates and reports to the Manager as required.
- To administer First Aid where required and to accurately record and report any injuries or accidents.
- Any other duties considered appropriate to the role.

All applicants need to have the Right to Work in the UK to be considered for the role.

By applying to this job advertisement you are providing consent for Divine Buzz to keep your data on their database for the allocated duration.

By applying to this role, you consent to undertake a Disclosure and Barring check

Successful applicants will need to provide references

Please note that we are unable to accept CVs sent to us via email so please use the application form on the Divine Buzz website.

Divine Buzz accepts applicants from all backgrounds

Sessional Key Stage 3 Tutor - Person Specification

Qualifications and Skills

- Qualified teacher (Please include this information in your application form).
- Ability to demonstrate good practice, setting high expectations
- Be able to plan effectively to meet the learning needs of all children
- Experience of subject leadership
- Effective behaviour management strategies

Knowledge

- Understanding of what makes effective teaching
- Strong understanding of the importance of assessment for learning
- Awareness of performance tracking system and the impact these can have on learning outcomes
- Knowledge of National Curriculum and Primary Frameworks
- Safeguarding
- A firm understanding of the SEN offer and how to create an inclusive session
- Awareness of how to support disadvantaged pupils by providing rich opportunities to enable vulnerable groups to make good progress

Personal Qualities



- Good people skills, able to motivate and work effectively independently but also within a team
- Good planning and organisational skills
- Flexible – able to adapt plans to suit different pupils
- Able to manage time and prioritise
- Ability to use own initiative for the benefit of the participants and Divine Buzz
- Caring
- Good sense of humour
- Enthusiastic, positive and conscientious
- Provide a happy, stimulating environment where children enjoy their learning
- Working knowledge of Microsoft office including Word and Excel.

To apply, [Click here](#)