



Sessional Educational Programmes Tutor: Job Description

Title of Post:	Sessional Educational Programmes Tutor
Pay Scale:	£30 per session plus £30 for planning and report writing
Session hours:	Thursday 4.00 pm - 5.00 pm
Responsible to:	Manager
Job type:	Sessional
Location:	Thamesmead, London
Start date:	16th January 2024
Apply by:	1st December 2023

Job Purpose

To provide pupils with an opportunity to explore their interests and talents through extracurricular activities designed to promote self-confidence and leadership skills and to provide a variety of valuable learning experiences that enhance and enrich their school curriculum. The selected candidate will be engaged in delivering varied extracurricular sessions such as debate, arts and crafts, and activities around current affairs that are suitable for children in Key Stages 1, 2, and 3. The tutor will design the session's outcomes in a way that contributes to the overall learning outcomes of the project.

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.

Main Duties & Responsibilities

- Organise and supervise a series of regularly scheduled extracurricular activities for pupils in our after-school sessions, ensuring a high-quality, enjoyable experience centred on the needs of the participants.
- To prepare and implement well-structured and progressive programmes, ensuring a high-quality, enjoyable experience centred on the needs of the participants.



- To deliver practical educational programmes, encouraging attendance across all age groups.
- Ensure the safety of the pupils and maintain responsibility for the security of supplied equipment and facilities.
- Evaluate the programme regularly and suggest recommendations for improvements as necessary.
- To carry out administrative duties with respect to activity reports for each activity. These will need to be produced quarterly.
- Performs other arising duties related to the pupil activity as assigned
- Be mindful of the need to assume responsibility for your own professional development outside of the regular Divine Buzz training.

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

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.

Sessional Educational Programmes Tutor: Person Specification

Knowledge / Training / Qualifications

- A certificate or personal skill in leading extracurricular activities (please include this information in your application form).
- Experience working successfully with pupils and a commitment to ensuring they fulfil their potential.
- Experience speaking to groups.

Personal Qualities



- Good people skills, being 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](#)