

BISHOP



RAMSEY

Church of England School
Head of School: Mrs N J Adamson MA NPQH

20th September 2018

Dear Parent/Carer,

Year 12 and 13 – Core Learning Tutor Job opportunity

I am writing to you to offer an excellent paid job opportunity to your son/daughter. Bishop Ramsey are looking for Year 12 and 13 students who have an interest in education and supporting young people to apply to become Core Learning Tutors to some of our younger students.

We are looking for English and Maths tutors who have a minimum of a grade 6 **in the subject they wish to tutor**. Students can decide to tutor English, Maths or both.

This will be a paid role in term time while also giving your son/daughter the opportunity to develop important skills which will be of use when they enter the workplace and also for those of them who are considering a future in education.

A detailed job description is attached to this letter as well as an application form. The deadline for submitting the application is **Friday 12th October 2018** and interviews will be later in the month.

If your son/daughter has any questions then they are welcome to come and speak to me or email me at robinson.@bishopramsey.school.

Yours sincerely,

Miss L Robinson
Pupil Premium Champion



Address: Hume Way, Ruislip, Middlesex. HA4 8EE ∞ **Telephone:** 01895 639227 ∞ **Facsimile:** 01895 622429

Email: office@bishopramseyschool.org ∞ **Website:** www.bishopramseyschool.org

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Core Learning Tutors

The job

The role of Core Learning Tutor involves the one-to-one tutoring of a KS4 student in English or Maths or both. This will involve delivering lessons to an assigned student in curriculum time. You will be working from a designed scheme of work but will need to amend the tasks to suit the needs of your individual student.

Before taking up the post you will be expected to attend training delivered by the school to support you in this new role.

What we are looking for:

- ✓ Students who have compassion for students with learning needs and those with Pupil Premium status.
- ✓ Great role models that are enthusiastic and encouraging.
- ✓ People with a passion for education.
- ✓ Students who will inspire and motivate young people.
- ✓ You'll have a grade 6 or above in the subject you wish to tutor (English/Maths or both).
- ✓ You might have some experience working with children and you will definitely have the desire to meaningfully impact a child's education and be an aspirational role model for our students.

Expectations & pay

- You will be delivering lessons one-to-one in curriculum time.
- You will be expected to plan for the lesson. This will be paid on the basis of one planning hour for every two hours you deliver.
- The pay for this role is on the basis of £10 per hour (payment will be made upon receipt of a duly authorised timesheet and you will be paid £10 per hour on the basis of 1 ½ hours pay per session delivered).
- You will be paid in term time only and when the tutee is present.

The application

In order to apply you will need to:

- ✓ Complete the application form and submit this along with a covering letter explaining how you would be suitable for the role to Miss Robinson at robinson@bishopramsey.school or in person by **Friday 12th October 2018**.
- ✓ Interviews will be held after half term.
- ✓ Appointment is dependent on successfully completing the training which the school will provide.