

BISHOP



RAMSEY

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

26th September 2019

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**. Your son/daughter can decide to tutor English, Maths (or both) as well as Science. We are also looking for Tutors to support general GCSE revision in which case your son/daughter will need a grade 6 in English Language.

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 **Monday 7th October 2019**. Interviews will be on Thursday 10th October during periods 4 and 5 and training will be held on Monday 14th October after school.

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
Raising Standards Leader



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

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

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) as well as Science and general revision support. This will involve delivering lessons and support to an assigned student in curriculum time, after school or at lunch. 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/both/Science).
- You might have some experience working with children and you'll definitely have the desire to meaningfully impact a child's education and be an aspirational role model for our students.

Expectations and 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.
- You are not paid for training.

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 **Monday 7th October 2019**,
- Interviews will be held on Thursday 10th October 2019 during periods 4 & 5.
- Training for the role will be on Monday 14th October 2019 after school.
- Appointment is dependent on successfully completing the training which the school will provide.

Core Learning Tutors

Name:		Form:	
Post: Tutor (please indicate English, Maths or both)			
Date of Birth:	Contact number:	Email address:	
National Insurance Number			
Educational qualifications			
Qualification <i>E.g. GCSE</i>	Subject <i>English Literature</i>	Exam Board <i>AQA</i>	Grade <i>Grade 6</i>
Other qualifications			
Other experience			
Examples of how you exemplify the Bishop Ramsey Virtues			
	Name	Address, contact number & email	Relationship to applicant
Referee 1			
Referee 2			