Subject Specific AS and A2 Level Tutors

Job purpose:

To provide one-to-one and/or group coaching in relevant subject areas for AS and A2 students participating in the Queen’s University Academy Programme which is delivered throughout a range of NI locations.

Main duties:

- To explain relevant curriculum areas to pupils, addressing particular issues as directed by pupils

- To tutor fundamentals of the given subject areas

- To create a positive learning environment

- To work through examples and past papers

- To provide guidance on revision techniques and study skills for specific subject areas

- To ensure support is delivered in an accessible and timely manner

- To adhere to the Code of Conduct as issued by Queen’s University

- To complete and return all relevant paperwork for each support relationship in a timely and accurate manner.

-To provide feedback to the Widening Participation Unit as requested

To provide resources developed as part of your tutoring role to the WP unit

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# Personal Specification

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| **Educational and Professional Qualifications** | Essential | A Level or higher qualification in relevant curriculum area or relevant academic subject  |
|  | Desirable | Familiar with Curriculum Specifications in relevant subjectareas and range of Exam BoardsDegree and/or Tutoring/Teaching/Training Qualification |
| **Previous Experience/training** | Essential | Experience of being in a support role |
|  | Desirable | Experience of one-to-one academic tuition;Experience of working with AS/A Level Pupils |
| **Inter-personal Skills** | Essential | Excellent oral communication skills Excellent written communication skills Good interpersonal skillsProfessional attitudeAwareness of confidentialityEnthusiastic and motivational attitude |
| **Personal Qualities** | Essential | Empathy for young people Commitment to helping students from a widening participation background achieve academically  |
| **Special Factors** | Essential  | Willingness to complete Access NI Checks |
|  | Desirable | Flexibility over working hoursAble to travel |