

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

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 subject areas and range of Exam Boards Degree 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 skills Professional attitude Awareness of confidentiality Enthusiastic 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 hours Able to travel