Subject Specific Tutors for Queen’s Senior Academy

Tutor Programme 2017-18

Job purpose:

To provide one-to-one tutoring in relevant subject areas for A2 students participating in the Queen’s University Senior Academy Programme, 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 Practice and Good Conduct* as issued by Queen’s University.
* To complete and return all relevant paperwork for each tutor session 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 Widening Participation Unit.

Subject Specific AS and A2 Level Tutors

# 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 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 |
| **Interpersonal 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;  Available to travel. |