

Academic Tutor

(English, Science or Maths)

The Milton Keynes Academy
February 2022



**THE MILTON
KEYNES
ACADEMY**
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in the role of Academic Tutor at The Milton Keynes Academy.

We are seeking appropriately qualified colleagues to support students whose learning has been impacted by COVID-19 and assist in improving learning and development across Years 7 to 11, either on a one-to-one basis or in small groups.

The Milton Keynes Academy is a larger than average secondary school for students aged 11-18. We are based in central Milton Keynes, an area that continues to grow and thrive at a rapid rate. The Milton Keynes Academy joined Creative Education Trust in September 2018. Our network consists of eleven secondary and six primary academies. We also benefit from the support of a central team.

Our mission is to ensure that our students achieve the very highest standard they can irrespective of their starting points. We are ambitious on behalf of our students; we strive to ensure that everyone's potential is maximised. This can be summed up by our vision statement 'Opportunities for Everyone.' The golden thread that runs through everything that we do at the academy is our desire and commitment to our students and the local community.

In November 2017, Ofsted once again recognised that we are a 'good' school. The report noted many strengths including our determination to improve the life chances of the young people in our school, especially the disadvantaged pupils. However, we are not complacent and therefore work robustly with our stakeholders to further enhance our offer.

As well as providing a broad and balanced curriculum, we are committed to imbuing our students with cultural capital so that they can flourish in the wider world. We enjoy some of the best business links in the country and use these well-established partnerships to help us to develop the employability of our students. Working closely with companies such as Deloitte, Metro Bank, John Lewis and Niftylift and organisations such as the NHS, the University of Buckingham and MK College allows our students to develop the confidence and knowledge to seize opportunities. Being part of the CET family of schools, gives our students the gateway to take part in cross-Trust competitions from annual sports tournaments to Shakespeare festivals, from choirs to public speaking.

Schools within the Creative Education Trust pursue a rigorous and continuous programme of educational improvement. You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: www.youtube.com/user/creedacad.

We are looking for a committed, dynamic individual who believes in our mission and seeks to further enhance the provision of our young people. In turn, you will become part of a diverse staff team and will enjoy opportunities to support your development.

Our HR Team would be delighted to discuss this role with you and are available on careers@miltonkeynesacademy.org.uk or 01908 341700. You can also find out more at www.miltonkeynesacademy.org.uk

I look forward to receiving your application.

Yours sincerely,

Gordon Farquhar
Principal

You can find out more at:
www.creativeeducationtrust.org.uk

“We are looking for a committed, dynamic individual who believes in our mission”

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT THE MILTON KEYNES ACADEMY



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and our statement building is light and airy with grand open spaces and ample light from the exterior with imposing views over the city of Milton Keynes. The specialist areas are exemplary, well maintained and conducive to a wide range of teaching styles and methods.

Being part of the Creative Education Trust has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

The Main Hall

This is spacious with accommodation for up to 300 people, with projection and sound services and a remote control panel. A demountable wall allows the adjoining dance studio to become a professionally lit stage area for performances and presentations

The full sized internal sports hall

This provides state of the art facilities for a full range of internal team sports and also for the fitness training and gymnastics. It is used by the academy during the day and by the wider community during the evenings and weekends

Pitches and astro-turf

Our grass pitches and courts provide for all external team sports and we have excellent athletics areas matched to a broad and balanced sports curriculum. The enclosed five-a-side pitches and basketball courts are popular during games lessons and during the break and lunch social times

Gym

The gym features a wide range of modern sporting equipment, including state of the art exercise bikes and weights for use during and outside school hours, ensuring all Academy students and staff can enjoy an array of sporting facilities

The Hub

A large multi-purpose business engagement centre



To see full details of the school performance data please visit:
[https://www.compare-school-performance.service.gov.uk/school/139068/Milton Keynes-academy](https://www.compare-school-performance.service.gov.uk/school/139068/Milton%20Keynes-academy)



Science labs

The science laboratories in the main academy building are equipped for a full range of science teaching in Physics, Chemistry and Biology, with excellent support from a team of professional science technicians. The recently constructed extension has provided further specialist science facilities to allow of the growth of the subject

Restaurant

Our newly built restaurant with panoramic views over the play areas and sports fields provides a light and airy environment for all students to enjoy the healthy and nutritious meals and snacks prepared on site by our team of catering professionals

Music, Drama and Dance

This area is very well resourced with a range of spaces including Black box drama studios – a fully equipped film and sound recording studio, practice rooms, specialist music technology spaces, and a theatre lighting bar training area

Art and Technology

The creative arts and technology faculty has studios for all aspects of art, fashion, textiles, food and workshop activities. There is a laser cutter and a fully equipped facility for ceramics and print making. The materials preparation area allows students to design and make in a wide range of materials and media. There is also an integral exhibition area

Modern and open-plan Library

A quiet area for independent work and reading for pleasure. It is well resourced with a wide range of materials to meet the curriculum needs and leisure interests of the whole school community (including a collection of staff CPD resources)

We aim to engender a passion for wider reading and enquiry, which will broaden our young people's knowledge and develop a love of reading. We welcome readers beginning English, through to those aspiring to University or going into employment.

The Library is open throughout the school day. A Study Club runs after school for learners to obtain support with their work.

Additionally we have:

- Interactive whiteboards in every classroom
- Extensive ICT systems



SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteachers is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:

www.creativeeducationtrust.org.uk

ACADMIC TUTOR JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Milton Keynes Academy

CONTRACT TYPE

Casual Engagement

SALARY

M6 Higher rate for those with QTS - £29.21ph

UQT5 Medium rate for those with relevant degree but no QTS - £21.00ph

UQT1 Lower rate for those with no degree or QTS - £14.50ph

THE ROLE

To provide academic tutoring for students (up to GCSE) in one of the core subjects (Maths, English or Science)

REPORTING LINES

The post will report to the Head of Department

ROLE AND RESPONSIBILITIES

- Work with the Head of Department/subject teacher to identify topics/units of work to be delivered via tuition
- Work with the Head of Department/subject teacher to help identify which students will be targeted to receive tuition
- Plan and deliver academic tuition to students in small groups or 1:1
- Adapt the focus of the tuition to support individual needs
- Support students to engage in independent and self-directed learning
- Be aware of students' target grades and support them in achieving them
- Support with the administration and organisation of the delivery of the tuition sessions
- Record the attendance of students and follow up if attendance issues are identified
- Conduct short assessment activities to gauge progress and attainment of students and inform subsequent planning of intervention
- Provide verbal and written feedback on the progress and attainment of students

You can find out more at:

www.creativeeducationtrust.org.uk

- Ensure good behaviour around school and in lessons is maintained and staff expectations are high and establish a culture of praise and consistent applications of consequences
- Actively promote the adherence to Academy rules and guidance by students, particularly related to Attitudes to Learning
- Respect the confidential nature of all information acquired in the performance of the role, either verbally or in writing
- Establish good relationships with students, acting as a role model and be aware of and respond appropriately to individual needs

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Milton Keynes Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.

Category	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> Five GCSEs at C or above, including English and Maths An A level (or equivalent) in, or a degree related to, the subject of tuition (Maths, English or Science) 	<ul style="list-style-type: none"> Honours Degree QTS
Experience and Expertise	<ul style="list-style-type: none"> Ability to identify work priorities and manage own workload within agreed parameters Ability to work in an organised and methodical manner Ability to demonstrate pro-activity and problem-solving skills 	<ul style="list-style-type: none"> Experience of working with young people Experience of working in a school Experience of supporting students in their academic work
Knowledge	<ul style="list-style-type: none"> Effective user of ICT 	<ul style="list-style-type: none"> Knowledge of the curriculum in the subject of tuition (Maths, English or Science)
Personal Attributes	<ul style="list-style-type: none"> Ability to enthuse and motivate young people Ability to maintain high standards of behaviour and engagement Flexible approach to people and situations Ability to work effectively as part of a team Ability to build effective relationships with students, staff and parents Ability to work effectively on own initiative and work with minimum supervision. A good sense of humour Enthusiastic and always positive Commitment to uphold the Academy's Equal Opportunities Policy Commitment to uphold the Academy's ethos Commitment to safeguarding children 	
Suitability to work with children	<ul style="list-style-type: none"> Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked Candidates must demonstrate and understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people 	
Equal Opportunities	<ul style="list-style-type: none"> Candidates must demonstrate awareness/understanding of equal opportunities 	

Applicants must specify on their application their subject of specialism (Maths, English or Science)

Closing Date: Friday 28 January 2022

Interview Date: W/c 07 February 2022

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