

# Blackburne House Group

## GCSE Maths Tutor

### Vacancy Pack



BLACKBURNE  
HOUSE

# Welcome

Thank you for your interest in applying for the role of GCSE Maths Tutor at the Blackburne House Group.

We've put together the below information which we hope will provide some useful context and an understanding of the organisation and job role. You can also visit our website [www.blackburnehouse.co.uk](http://www.blackburnehouse.co.uk) for greater detail on the organisation. Please do contact us for a more in-depth discussion if you'd like more detail on the role after reading through this pack.

## For More Information about the Role

If you require further information about this role, please email [amydickinson@blackburnehouse.co.uk](mailto:amydickinson@blackburnehouse.co.uk) to arrange a discussion.

## Deadline for receipt of applications:

13th May 2024

## Application Procedure

The Blackburne House application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned by the above closing date to Amy Dickinson, Blackburne House, Blackburne Place, Liverpool L8 7PE. Alternatively email your completed application and monitoring form along with a covering letter to [amydickinson@blackburnehouse.co.uk](mailto:amydickinson@blackburnehouse.co.uk)

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated but as a charity we unfortunately do not have the resource to respond to every application that is made.

In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, you must be eligible to live and work full time in the UK. Documented evidence of eligibility will be required from all potential employees as part of the recruitment process.

## The Blackburne House Group



Blackburne House Group is a training led organisation, which delivers high quality training and education services. We're based in a beautiful Grade II listed building, situated in Liverpool's famous Hope Street quarter, close to the city centre.

Attracting thousands of visitors each year, our facilities include an education centre for women, the School for Social Entrepreneurs North West, a thriving bistro, a women's wellness centre, excellent conference facilities and a 30 place nursery. From the beginning, these highly acclaimed and flourishing social enterprises have supported our educational aims and provide tangible examples of how new markets can be used to serve local communities.

### About the Role

We're recruiting a GCSE Maths Tutor to join our Education Team to support us in delivering outstanding teaching to our learners.

We are a friendly and caring organisation, and we support each other. As an equal opportunities' employer, we welcome applications from all suitably qualified persons and would particularly welcome applications from Black and Ethnic Minorities, disabled people and LGBTQ+ people.

A disclosure from the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB), may be requested in the event of a successful application to this post. All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Blackburne House is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people.

## About You



We are looking for a personable individual with experience of working within a college environment. Ideally you will be an excellent communicator with the power to build effective and positive relationships. You will be a passionate hard worker who is organised, with the ability to multi-task, prioritise and meet deadlines. Being part of a learning organisation means that you will bring new ideas and skills to the table to support the recruitment and progression of learners.

We're looking to welcome someone into our team that shares our Values and is able to form positive relationships and work with openness and integrity. During any employment with Blackburne House you will be expected to conduct yourself in a manner appropriate to the professional image of the Institution. You will be expected to provide a prompt and efficient service and to maintain appropriate standards of professionalism and of personal appearance at all times.

# Job Description

**Post** GCSE Maths Tutor

**Salary:** £19.48 per hour

**Location:** Blackburne House, Blackburne Place, Liverpool, L8 7PE

**Flexibility:** There is an expectation that the successful candidate will be willing to adapt their working hours to suit the needs of the organisation.

## Main Tasks

- Delivery of GCSE Maths courses
- Work with managers to ensure the department achieves its targets and identify opportunities for growth.
- Maintain a tracking sheet with all assessment outcomes and ensure all paperwork is compliant.
- Monitor learner attendance to maximise retention and progress.
- Complete any other reasonable requests.

# Person Specification

## Qualifications

- You should hold a recognized teacher qualification e.g., Diploma in Teaching in the Lifelong Learning Sector, PGCE, Certificate in Education
- A minimum Level 2 in Maths and English (GCSE Grade C or above, GCSE Grade 4 or above or equivalent).

## Experience

- Experience of teaching GCSE Maths learners.
- Experience of delivering to adult learners on funded learning courses
- Knowledge of information, advice, and guidance services

## Attributes

- Positive attitude with a strong affinity to the Blackburne House Group values of Equality, Inspiration, Independence and Transformation.
- Team player who can help motivate and inspire work colleagues to deliver the same.
- Drive, focus and good judgement.
- A readiness to be flexible in relating to colleagues and the requirements of the post.
- Commitment to on-going personal development and training.
- Resourceful, adaptable and confident to be yourself.
- Willingness to work flexibly as regards working hours and methods.
- Passion for inclusion and social mobility.