



Stoke Newington School
& Sixth Form

JOB PACK

Assistant Homework Club Tutor

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Job advertisement

STOKE NEWINGTON SCHOOL & SIXTH FORM,
CLISSOLD ROAD, LONDON, N16 9EX

JOB SPECIFICATION

TITLE:	Assistant Homework Club Tutor
DEPARTMENT:	Extended Services
RESPONSIBLE TO:	Leader of Extended Services
GRADE:	£10 per hour
Time:	3pm-6pm (Mon-Tues) 3pm-5pm (Thurs.)
	Fixed Term contract for 1 term (possibility of extension for summer term)

PURPOSE OF POST:

To help students to develop information handling and learning skills in order to raise educational attainment and create positive attitudes to lifelong learning. To assist in providing a welcoming and supportive environment for students to do their homework and get subject specific support.

The School:

Stoke Newington School & Sixth Form is a “good with outstanding features” school, currently making great strides to become “outstanding.” We pride ourselves in providing our students with inspiring and creative teaching and learning opportunities within the curriculum and through our programme of extra-curricular activities. We aim that every child aspires to and achieves excellence.

We are looking for conscientious, professional team players who are passionate about ensuring every one of our students achieves their full potential. We are particularly interested in hearing from applicants interested in supporting students with dyslexia or students with physical disabilities.

Applying for the role:

If you are interested in joining our team then please email recruitment@sns.hackney.sch.uk for further information and an application pack. Alternatively, you can download an application pack (word) from our website <https://www.stokenewingtonschool.co.uk/jobs>

The closing date for receipt of applications is 29th March 2017. Interviews will be held early the following week.

Please email completed applications to recruitment@sns.hackney.sch.uk



Job description

MAIN TASKS AND RESPONSIBILITIES

PRINCIPAL RESPONSIBILITIES:

- Help students outside school hours to complete their homework, and encourage use of library.
- Work with students to develop information handling and learning skills using both text and use of the internet sources.
- Work with each students as an individual, recognising each child's skills and help them to build on their achievements.
- Encourage a good working atmosphere with reasonable noise levels.
- In liaison with the Library Manager, Inclusion Leader, Literacy Leader, CEAL Leader and Leader of Extended services promote and encourage the use of the homework club to all year groups.
- Assist the Homework club tutor in meeting the target levels for attendance in terms of numbers and target groups (e.g.: BCRB boys etc.)
- Assist in actively seeking referrals from staff for students needing to attend.
- Support the liaison with subject leaders to ensure you have the information and resources required (e.g.: textbooks, assessments etc.)
- Help with the recruitment and development programme for 6th form volunteers.
- Register homework club users, record attendance and other monitoring as required. Give assistance with other administrative tasks as required.
- Any other duties commensurate to the post.