



**CARDIFF
BANGLADESHI
SOCIETY**

Est. 2003

Charity Number 1175699

Primary Home Work Club Tutor

Job Description

We are looking for a responsible tutor to work as part of a team with the Cardiff Bangladeshi Society, the aim of the tutors is to work and help primary school aged children with educational and fun work sheets or playing educational games to help them prepare to going into secondary school.

Responsibilities

- To prepare session plans with clearly identified aims and objectives
- To identify individual learning needs for each student and give them material to work and improve their skills at home
- To regularly assess the students
- To plan some learning activities for the students based on the subjects that they feel that they need extra support with
- To keep updated files of each student, where individual progress can be shown
- To ensure accurate daily records of attendance are kept
- To work with the children in preparing them going into secondary school

Requirement;

What is a DBS check and why do I need it?

The Disclosure and Barring Service (DBS) offers employers to carry out a criminal record check of employees/volunteers.

As you will be working with children and young adults it is a legal requirement that all employees are DBS checked.

Applicant has to be from the Bangladeshi community.

For an application pack please email us at cbs.abdul@hotmail.com.



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Person Specification

The person appointed must fulfill the following requirements or have the potential to do so quickly through available training

REQUIREMENTS	ESSENTIALS	HOW IDENTIFIED
1. PHYSICAL REQUIREMENTS	. Good attendance	Application Form, Interview and reference check
2. EDUCATION/ QUALIFICATIONS GENERAL INTELLIGENCE	. Good General Education . Willingness to undertake relevant training	Application Form, Interview and Copy Certificates
3. PREVIOUS EXPERIENCE	. previous experience necessary	Application Form, Interview and reference check
4. SKILLS, KNOWLEDGE, ABILITIES	. Listening skills, empathy, non-judgmental . Good understanding of confidentiality . Ability to work in a team, Ability to work under pressure or within a short timescale Good communication skill, Ability to work with children Ability to manage and plan education sessions Ability to work on a one-to-one basis Ability to plan teaching session according to the child needs	Application Form, Interview and reference check
5. ATTITUDE, APTITUDES, PERSONAL CHARACTERISTICS	. Commitment to CBS aims and values of support and empowerment . Commitment to equal opportunities and anti-discriminatory practice . Commitment to Health and Safety regulations . Flexible and adaptable to change . Motivated and well organized . Good interpersonal skills . Discreet	Interview and reference check