



Job Description

Job title:	Teacher – English or Maths
Location:	Langley or Feltham
Hours:	Saturday AM or Sunday AM. Training hours may differ
Reporting to:	Tuition Resources Manager/s

Job purpose

To act as a professional teaching resource within the AE Tuition structure. A Teacher provides expertise to classes of students, as clients of AE Tuition and acts as a role model for all employees, ensuring that pupils are able to maximise their potential in the 11+ plus and the Core Subjects of English and Maths in Key Stage 2 SATs. Some specialist teachers will also deliver Key Stage 3 programmes in the Core subjects of English, Maths and Science. At all times a Teacher will uphold AE Tuition's core value of excellence in education.

Dimensions

- Teaches an agreed number of classes from the AE suite of programmes for year 3, 4, 5 and 6 primary pupils, providing a teaching resource in one or more of our Tuition Centres that are equipped to provide services to high numbers of students preparing for Key Stage 2 SATs, 11+ or Core Subject work in Key Stage 3. It may involve cover for absent colleagues. The number of classes taught is reviewed each academic year.
- Tuition programmes run during weekend days and weekday between 4:15pm –8:45pm
- Performs as part of a team of teachers and supervisors/teaching assistants, with an employee base of over 300

Main duties

- Undertake a teaching commitment within the academic year timetable and deliver the general teaching programmes for years 3, 4, 5 or 6 in 11+ and/or Core Subjects tuition comprising the following:
 - Teaching units of mathematics
 - Teaching units of English
 - Teaching from weekly class tests
- Provide emergency cover if required, when other teachers may be absent
- Provide support to newly-appointed, trainee teachers, allowing them to observe their own teaching
- Be proactive in the security of client information ensuring confidentiality at all times
- Be fully cognisant of the schemes of work for each year group in their assigned programme of teaching
- Attend and contribute to the teacher meeting held each term
- Provide an excellent learning experience for all pupils



- Provide advice for parents on the best way to support their child through the test process – attending Assessment and Parents' evenings
- Liaise with Senior Teachers/Tuition Resources Managers on feedback to parents/clients
- Contribute to planned discussions with parents of students' progress
- Write annual reports for classes in line with report writing protocols
- Deliver a high and consistent level of client service in all areas of the Tuition Centres
- Liaising with administration staff at the office and on the reception desks regarding tuition centre administration
- In addition to the above specific points, Teachers may from time to time be asked to undertake additional duties, as are reasonable in the course of AE Tuition's business
- Help deliver Core Subject teaching programmes in English, Maths and Science for Key Stage 3 pupils in years 7, 8 and 9 if assigned as a specialist teacher to these particular programmes

Skills/Competencies

- Hold a professional UK teaching qualification (QTS) – and have demonstrated competence in a teaching role within the UK educational system.
- If a teacher has specifically taught in schools that prepare pupils for 11+ selection processes or in a grammar school this can be helpful, but is not essential
- Act with professionalism, behaving as an example for all in the Tuition Centres, creating a positive and inclusive learning climate. This will be reflected in a willingness to keep material knowledge up to date and showing the importance of preparation and follow-up
- Work collaboratively, identifying and sharing ideas for continuous improvement of AE Tuition services
- Work with colleagues to demonstrate, encourage and promote a positive behaviour system in the tuition centres – this includes great communicative ability, determined problem-solving skills and principle-based decision-making
- Work collaboratively with colleagues across the business, demonstrating willingness to adapt, be flexible and to take a wide range of perspectives into consideration
- Behave with professionalism and work as part of the whole team delivering AE's services with reliability, honesty and integrity.
- Work with commitment and a flexible approach, able to dedicate teaching expertise to 'out of normal school hours' tuition centres

Job Description: **TEACHER** September 2026