

STEM TUTOR JOB DESCRIPTION

• JOB IDENTIFICATION

Job Title: Mobile STEM Tutor

Responsible to: Managing Director

Department: STEM

Period of job description: Annual review for the start of each academic year

Last Update: October 2020

• WORK PATTERN

As per contract and in agreement with the Educational Delivery Team for school and event allocation. The delivery pattern is by the very nature of the job, in various schools, variable and flexibility is required to support the delivery of sessions.

The job covers a standard 41 weeks per year which covers 39 term-time weeks for delivery of standard classroom sessions in schools plus 2 weeks for flexible working to attend staff meetings, training, undertake development and planning work etc. SATRO may also request you to work part of this time to cover other tutor's work, provide taster or holiday sessions.

Overtime will be paid at standard hourly rate to meet additional requirements as agreed in advance.

• JOB PURPOSE

To enthuse and inspire young people in STEM through the creation, development and delivery of workshops, events and programmes for schools. This will include working closely with the educational delivery team and engaging with our volunteers.

• DIMENSIONS

Development

- Contribute to the development of new programmes for SATRO working with partners or proposing new concepts for creation internally to the charity. This will include the definition, planning, educational concept and costing of ideas for agreement with Management and presentation to Trustees for approval.
- Supporting the implementation of new programmes into the SATRO portfolio ensuring that educational materials, volunteer and administration materials are ready for launch. This will include working with the marketing and educational delivery team for that launch and subsequent delivery.

- Support the continual refreshing and updating of SATRO's current offer of STEM programmes, challenges and events to ensure that they are fit for purpose, reflect current curriculum and educational standards. Most importantly these programmes should be inspirational and aspirational for students reflecting current trends within the student population.

Educational Delivery

- Plan and prepare for the delivery of SATRO activities, challenges and events as part of our STEM offer.
- Work closely with the educational delivery team to ensure that sessions are organised with the schools and that volunteers and materials are prepared for the session.
- If required liaise with the school as needed to ensure that any technical or logistical details are addressed prior to the delivery of the session (for example to allow IT access).
- Lead the delivery of a full range of SATRO programmes in primary, secondary and special provision schools. Taking responsibility for the educational, health & safety, safeguarding and coordination of the delivery with all those concerned (teachers, students, volunteers, representatives of industry and funders).
- Lead the volunteers present to support the session to ensure that they are effective in their support to the students and ensure that the experience of those volunteers is shared with students reflecting the GATSBY benchmark criteria.
- Work closely with the wider SATRO team to ensure that STEMX programmes use the breadth of experience in all areas of education, careers, mentoring and industry knowledge to enhance the experience and benefit to the students.
- Issue, collate and return to SATRO all feedback and progression forms providing feedback to the wider team on the session. This should include where appropriate photographic evidence of the session (in line with media policy of SATRO and the school) for reporting to funders or marketing purposes. Action any necessary follow-up or review necessary as a result of feedback.

Peer Level Support

- Work as part of a larger SATRO tutor team with both STEM and Construction Tutors to provide peer level support to the educational delivery and quality of SATRO programmes. This may include support to quality verification, definition of educational materials for the programme, support to classroom delivery techniques and development of cover lessons.

Tutor role

- Ensure awareness of, and compliance with, all SATRO policies
- Maintain awareness of wider educational and STEM developments both locally and nationally to ensure an ongoing professional knowledge. This may include attendance at conference, exhibition or peer level groups as agreed in advance with the STEM Manager.
- Attend SATRO training and meetings related to the role in the wider context of the charity. Develop and maintain a good understanding of the full SATRO offer and support the charity in developing and maintaining its relevance and status within the sector.
- Develop and maintain effective working relationships with Client schools and organisations. To identify potential new clients, further sales opportunities and develop as appropriate in conjunction with the educational delivery team.
- Support the SATRO office ensure that any contractual paperwork is in place eg. signed photo permission.