

## Job Description: After-School Intervention Tutor

**Position:** After-School Intervention Tutor

**Subjects:** IB and A-Level Physics, IB and A-Level Mathematics, A-Level Business

**Reports to:** Intervention Coordinator

**Contract:** Part-time, 16-week program (December to May, during term time)

**Compensation:** 3,000 EGP per session (plus taxes)

### Job Summary:

New Cairo British International School (NCBIS) is seeking experienced and dedicated intervention tutors to deliver after-school support sessions to small groups of Year 12 and 13 students. These sessions aim to enhance students' understanding and performance in IB and A-Level Physics, IB and A-Level Mathematics, and A-Level Business. The tutor will collaborate closely with the Intervention Coordinator, subject teachers, and heads of department to align the sessions with the school's curriculum goals.

### KEY DUTIES OF THE AFTER-SCHOOL INTERVENTION TUTOR ROLE:

- Deliver targeted support sessions to small groups (maximum of 6 students) in the assigned subject area.
- Conduct 90-minute sessions weekly for each group over a 16-week period from December to May, during term time.
- Coordinate with subject teachers and Heads of Department, through the Intervention Coordinator, to tailor sessions to student needs.
- Ensure classrooms are left in the same condition they were found after each session.
- Follow all school safeguarding policies and procedures, maintaining the highest standards for student welfare and wellbeing.
- Monitor and report student progress to the Intervention Coordinator.
- Maintain a professional, supportive learning environment in line with NCBIS values and expectations.

### Qualifications and Requirements:

- **Expertise in one or more of the following subjects:** IB/A-Level Physics, IB/A-Level Mathematics, A-Level Business.
- Prior **experience teaching or tutoring** at A-Level or IB Diploma level is preferred.
- Strong **communication skills** with the ability to adapt instruction to meet student needs.
- Must provide a **recent police check** (issued within 6 weeks).
- Completion of **NCBIS safeguarding training** is required prior to the start date.
- Strong **organizational skills** to coordinate effectively with school staff via the Intervention Coordinator.

#### Work Conditions:

- Each session will last **90 minutes**, with a maximum of **6 students per group**.
- Sessions will be held **Sunday to Thursday from 16:00 to 17:30** on campus in designated classrooms.
- The intervention program runs **from December to May**, covering a total of **16 weeks during term time**.
- **Compensation:** 3,000 EGP per session plus taxes.

#### How to Apply:

To apply, please submit your CV to the Principal's PA [nesrine.lotfy@ncbis.co.uk](mailto:nesrine.lotfy@ncbis.co.uk) and a short cover letter to the NCBIS Intervention Coordinator by 12<sup>th</sup> of November. Shortlisted candidates will be invited for an interview and further discussion.

At New Cairo British International School (NCBIS), we are committed to safeguarding and promoting the welfare of all students. All staff must complete appropriate child protection and safeguarding training as part of the recruitment process.

NCBIS – Bringing out the best in everyone