



**Job Description:**

<b>Job Title</b>	<b>Functional Skills Tutor in English</b>
<b>Department</b>	<b>Business Skills Solutions</b>
<b>Scale</b>	<b>Lecturer Band 2</b>
<b>Contract</b>	<b>Permanent</b>
<b>Location</b>	<b>East Ham Campus</b>

**Our Vision & Values**

***“To develop the skills, confidence and qualifications for local people to lead rich lives and build great careers.”***



**College Values**

- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
- S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
- P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
- I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
- R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
- E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

**Equality of Opportunity**

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

**Safeguarding of Children and Vulnerable Adults**

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and Barred List check.



## Job Purpose

We are looking for a keen and committed Functional Skills English Tutor to join our team to deliver teaching, learning and assessment from Entry 2 to Level 2 as part of Business Skills Solutions core programme. The ideal candidate will lead, develop and deliver high quality sessions using a variety of delivery models. This will be through classroom, online and blended sessions across a number of exciting projects

## Key duties and responsibilities of the post

- Provide high quality and effective teaching and learning across entry level up to level 2, to develop the concepts, skills, knowledge, and technical competencies required to progress to employment, further training, apprenticeships and or to progress in their current working role
- Develop high quality flexible learning resources to suit all delivery methods such as face to face and blended learning and to support learners independent study/teaching needs
- Support the successful delivery and outcomes across a number of different projects.
- Accurately track, monitor and record the progress of each learner against their starting points, targets and resource allocation
- Embed high quality induction processes that enable each learner to have a comprehensive understanding of their programme, prevent, safeguarding, health and safety and equality and diversity
- Develop and record effective and high-quality individual learning plans that clearly outline key targets and how understanding, competencies, skills and core employability behaviours will be covered and achieved
- Ensure all work and assignments give learners the opportunities to reach the highest grades and that work submitted is marked in the expected time frames and gives incisive and constructive feedback so learners are clear on the areas they need to improve
- To contribute towards the effective implementation of all internal quality assurance processes and liaise with external awarding organisations to ensure all expectations are met
- Ensure learners are registered and enrolled for each programme and that achievement claims are timely
- Effectively promote and contribute to creating a culture of safeguarding
- Contribute to the overall quality improvement plans and key performance indicators
- Support College initiatives and aspirations to achieve Net Zero carbon.



### Person specification:

- Deliver a timetable of teaching, learning and assessment as agreed with the Head of Core Skills
- Undertake delivery planning in collaboration with team members that is compliant with all external requirements
- Develop and share materials to support teaching and learning
- Plan and deliver English courses that use innovative methodologies to develop the skills learners need to succeed and progress
- To provide careers information, advice and guidance to support learners gain skills, knowledge and confidence to achieve their next steps
- Undertake all related administrative duties to include completion of registers, preparation of learning materials and learner assignments, marking of work and providing constructive feedback to learners etc.
- To ensure ILPs and progress reviews are completed appropriate to individual learner requirements, including the setting of smart targets and action planning to monitor learners progress and help learners to plan next steps and progression routes
- Produce schemes of work, lesson plans and assessment schedules for individual courses
- Monitor and report on learner attendance and performance on an ongoing basis
- Act as a group tutor to coach and mentor learners to ensure retention, achievement and progression
- To deliver teaching, learning and assessment ensuring a positive learner experience and timely achievement.
- Ensure the timely completion of assessment and documentation to meet awarding body, audit and organisational requirements
- Submit portfolios in a timely manner for internal/external verification and work with the IV to ensure quality improvement
- Work within the framework set out by Awarding Bodies, including verification and moderation systems, whether set internally or externally
- Maintain records of learner's progress and achievement and ensure all records are accurate and complete
- Undertake appropriate learning and development activities as required for the job role and maintain a record of all CPD
- Attend standardisation and team meetings to develop team and individual performance



The College wishes to appoint highly skilled and committed staff to work as part of a high quality and flexible project team.

Evidence of the following will be looked for during appointment.

### **Qualifications:**

#### **Essential**

- Degree or equivalent in a relevant professional qualification
- A minimum level 3 teaching qualification (willingness to work towards a higher qualification)
- Level 2 English and Maths

#### **Desirable**

- Membership of a professional body
- Level 3 in English and maths

### **Knowledge and experience:**

#### **Essential**

- Comprehensive understanding of the English curriculum
- Experience of supporting learners with the development of their English
- Strong experience of delivering to 19+ age group with varied abilities in an educational setting
- Knowledge and experience of quality assurance, qualifications and risk assessments
- Familiar with safeguarding and relevant procedures

#### **Skills and behaviours**

- Driven, and ambitious with a positive mindset
- Team player and professional
- Able to motivate and inspire people to achieve
- Passionate about the learning and skills agenda
- Accountable and responsible
- Able to build and sustain effective working relationships
- Excellent communications skills with people at all levels
- Strong attention to detail and able to keep accurate records
- Able to manage one's own diary and work in a timely manner using on line tools.
- Excellent organisational skills
- Self-motivated and determined with a desire to succeed
- Committed to continuous improvement – personal and organisational



**Any other abilities:**

- Commitment to the College aims and ethos
- Ability to work quickly and accurately under pressure
- Ability to prioritise work to deadlines
- Ability to work flexibly as a member of the team
- Have a commitment to health and safety, Safeguarding and Prevent as appropriate
- Accurate record keeping