

JOB DESCRIPTION

POST TITLE:	Functional Skills Tutor
GRADE/SALARY:	£22,220 - £27,340 pro rata per annum
WORK ARRANGEMENTS:	24 hours per week/52 weeks per year
DEPARTMENT:	Learning Unlimited Derby
RESPONSIBLE TO:	Work Based Manager

PURPOSE OF THE POST

To develop and deliver a flexible curriculum for Functional Skills delivery with a focus on Apprentices.

To support and monitor learners who have been identified as having a Neuro Diversity through the CognAssist Assessment Tool.

To undertake general administrative duties associated with the function.

DUTIES AND RESPONSIBILITIES:

1. Delivering outstanding functional skills teaching and learning.
2. Producing schemes of work and maintaining records of work for functional skills delivery.
3. Developing and evaluating learning materials and assignments appropriate to a range of learning situations.
4. Teaching to classes in designated areas deploying an appropriate range of teaching and learning styles.
5. Delivery of teaching in the workplace as required to support learner achievements.
6. Accurate reporting of additional learning support as provided to learners.
7. Monitoring and supporting a caseload of learners to ensure they are embracing and utilising the CognAssist resources to support their identified neuro diversity.
8. Utilising the resource produced through CognAssist to develop good working practices which will enable learners to fully explore techniques that will help them both in learning but in the workplace too.
9. Providing feedback on learner progress and developments using the OneFile portfolio to ensure Tutors are aware of progress and able to advance on this through their tutorials.
10. Maintaining records that support the planning and delivery of functional skills, including registers, records of work and any other records which may be required.
11. Returning assessed work promptly to learners indicating proposals for improvement.
12. Assessing and verifying assessments as a member of the programme team.
13. Training and supporting staff with the delivery of functional skills.

14. Compiling reports and statistics as required and monitoring and reporting on success rates.
15. Providing a professional customer service to both internal and external customers.
16. Working in a flexible manner to respond to changes in demands and workload.
17. Showing a commitment to working co-operatively within a self-critical culture.
18. Taking responsibility for one's own professional development and continually updating as necessary, participating in appropriate staff development activities as required including the Professional Development Review..
19. Supporting and carrying out assessment processes to identify most suitable pathways for Learning, and provision of learning support.
20. Support in IAG for potential and existing learners.
21. Adherence to the College's defined Professional and Performance Standards.
22. Applying the college's own safeguarding policy and practices and attend training as requested.
23. Showing a commitment to diversity, equal opportunities and anti-discriminatory practices. The postholder is expected to comply with and promote the College's equal opportunities policy in all aspects of their duties and responsibilities.
24. Complying with all legislative and regulatory requirements.
25. Carrying out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
26. Take an active role in the health, safety and welfare of learners and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

Post:	Functional Skills Tutor	Department:	Learning Unlimited Derby
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Key Requirements:

	Essential/ Desirable	Assessed
Qualifications:		
Teaching qualification or willingness to work towards a Teaching Qualification	E	A
Level 2 English/Mathematics Qualifications	E	A
Level 3, 4 or 5 English or Mathematics qualification	D	A
Experience:		
Teaching experience at Post 16 level in vocational settings	E	A/I
A proven record of successful delivery of Functional Skills at all levels	E	A/I
Ability to deliver more than one subject area	D	A/I
Use of eILPs	D	A
Working with a variety of neurological differences, impacting positively on the learning experience	E	A/I
Skills/Knowledge:		
Ability to deliver flexible English/Maths programmes to meet individual needs	E	A/I
Ability to deliver inspiring teaching and learning to all levels of ability for positive outcomes	E	A/I
Good classroom management to ensure all learners have a positive learning experience	E	A/I
Work on own initiative with the ability to follow policies/procedures	E	I
Evidence of high standard of current teaching, learning and assessment practices	E	I
Excellent administration skills	E	A/I
Qualities:		
A good communicator, flexible, highly motivated, conscientious with an 'eye' for detail	E	I
Good understanding, and ability, to identify neuro-diverse characteristics for the capacity to adapt and advise on techniques and practices that will aid learning and development	E	A/I
Ability to work in a team	E	I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I
Full UK Driving Licence and Business Insurance	E	A

E = Essential D = Desirable A = Application I = Interview T= Test

Produced by:	RR	Date Produced:	Jan 2021
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