

### Job Description

<b>Job Title:</b>	Functional Skills Tutor
<b>Responsible To:</b>	Head of Functional Skills, Finance, Digital and IT apprenticeships
<b>Line Management of other staff:</b>	No
<b>Location:</b>	Remote Working / Colchester
<b>Salary:</b>	Actual Salary £18,342 - £20,039 per annum Full-time Salary £29,507 - £32,238 per annum
<b>Date of last review:</b>	March 2024

### **Purpose Statement:**

To teach functional skills Maths and English at Levels 1 and 2, take part in quality assurance processes and participate in the continual development of teaching learning and assessment. To deliver to adult 19+ students and apprentices in an online/ remote capacity in line with college policies. To contribute to the year-on-year increase of qualification achievement rates.

Please note that there may be an element of Twilight/ evening delivery as part of this position.

### **Main Duties & Responsibilities:**

<b>1</b>	Delivering learning and formative assessment of Functional Skills qualifications in Maths and English at Levels 1 and 2. This delivery will be predominantly virtual, delivering to 19+ students and apprentices.
<b>2</b>	To work using online systems such as teams/ zoom to deliver engaging and informative teaching sessions.
<b>3</b>	To identify the starting points of Students by carrying out a robust initial assessment and using this information to develop an individual learning plan in agreement with the apprentice and employer.
<b>4</b>	Ability to effectively liaise with Area Heads and other staff members involved in the learning journey with regards to attendance and progress.
<b>5</b>	To conduct teaching/learning activities appropriate to the needs of individual students and the College's curriculum planning, keeping attendance records, managing assessments and maintaining a productive learning and assessment environment.
<b>6</b>	To provide accurate and timely assessment and feedback to students, and maintain assessment records, in line with College policy.
<b>7</b>	To contribute to the development of the curriculum, including preparing innovative teaching materials using online platforms and positively engaging apprentices in the consistent use of these and the sharing of good practice with other team members.

<b>8</b>	Record and monitor learner progress promptly through individual learning plans and effective course management.
<b>9</b>	Provide pastoral support to vulnerable students and those with low levels of motivation and self-esteem. To follow behaviour management policies and effectively deal with inappropriate or undesirable behaviour effectively.
<b>10</b>	To participate in the cross-college quality assurance standardisation
<b>11</b>	To develop and update personal professional expertise in the relevant areas.
<b>12</b>	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
<b>13</b>	To undertake any other associated duties determined by the college.

*This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute*

### Person Specification

**Job Title:** Functional Skills Tutor

Qualifications	Essential	Desirable	How is this assessed?
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Level 5 Teaching Qualification / completing within 3 years of employment or 3 years of the first available course.	✓		A
Recent relevant CPD relating to subject specialism.		✓	A
QTLS		✓	A
Experience	Essential	Desirable	How is this assessed?
Experience of teaching functional skills.	✓		A
Experience of working across many departments and communicating progress and outcomes effectively.	✓		A / I
Experience of working with a wide range of apprentices at different levels.	✓		A / I
Experience of using ICT as an effective teaching tool.		✓	A / I
Experience of a delivering remotely/ online using appropriate systems for effective delivery.	✓		A / I
Experience of contributing to quality assurance processes within the curriculum.	✓		A / I
Curriculum development experience in either Maths or English.	✓		A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
An understanding of the educational issues relating to the development of literacy, numeracy and ICT skills in line with the national agenda.	✓		A / I

Ability to be calm, supportive and influence apprentices to reach their full potential.	✓		A / I
Excellent interpersonal, oral, and written communication skills.	✓		A / I
Demonstrate the ability to plan and deliver imaginative and motivational sessions with a clear focus on the needs of the individual learner.	✓		A / I
Demonstrate the use of e-learning tools including the use of Padlet to support learning.	✓		A / I
A high level of personal drive and energy and a capacity for sustained effort and performance.		✓	A / I
Proven ability to work as part of a team and to maintain good working relationships with different teams and a variety of stakeholders.	✓		A / I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		I
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How is this assessed?</b>
Willingness to work at different sites including employer/outreach sites as required.	✓		I
A strong commitment to Equity Diversity, and inclusion.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		A / I

**KEY:**

<b>A</b>	Application
<b>I</b>	Interview
<b>P</b>	Presentation/Micro-teach
<b>T</b>	Test