

Job Description

Job Title:	Employability Skills Tutor
Responsible To:	Head of Functional Skills, Finance, Digital and IT Apprenticeships
Line Management of other staff:	No
Location:	Colchester
Salary:	£25.00 - £27.26 per hour
Date of last review:	March 2024

Purpose Statement:

To teach functional skills and employability skills in line with College policy, take part in quality assurance processes and participate in the continual development of teaching learning and assessment. To support with improving learner outcomes by successfully delivering to meet individual progression needs and the continual year on year increase of qualification achievement rates.

Main Duties & Responsibilities:

1	Delivering learning and assessment of Employability skills qualification and subsidiary Functional Skills in Maths and English at levels 1 and 2. This delivery will be face to face with 16-18 year old and 19+ students.
2	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.
3	Work with other support/teaching staff to ensure learning objectives are met.
4	Ability to effectively liaise with Area Heads and other staff members involved in the learning journey with regards to attendance and progress.
5	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.
6	To provide accurate and timely assessment and feedback to students, and maintain assessment records, in line with College policy.
7	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.
8	Record and monitor learner progress promptly through individual learning plans and effective course management.

9	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.
10	To participate in the cross-college quality assurance standardisation
11	To develop and update personal professional expertise in the relevant areas.
12	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
13	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: Employability 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 employability 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 flipped learning delivery model.		✓	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 students 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
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
Personal Attributes	Essential	Desirable	How is this assessed?
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:

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