# Ref Number: 5734B

# Please ensure that you include the reference number on the front of your application form. Your application will not be considered unless it is printed clearly.

**Position Applied for: Functional Skills Tutor in English**

**Salary: £31,541 per annum (pro rata)**

**Benefits include:**

**• Generous annual leave entitlement**

**• Staff Development Opportunities**

**• Free use of College gym**

**• Ride to work scheme**

**Closing Date: 16/04/2021**

**Interview Date: ASAP**

# 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. All posts in the College are subject to an Enhanced CRB check and

barred person’s list check.

This post meets the definition of Regulated Activity as prescribed by the Independent Safeguarding Authority.

**Job description: Functional Skills Tutor in English**

**GRADE:** SO1 **Faculty**: Business Skills Solutions

**REPORTS TO:** Head of Core Skills

**RESPONSIBLE FOR:** N/A

**Job purpose**

We are looking for a keen and committed Functional Skills Maths / English Tutor to join our team. 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.

**Principle accountabilities**

* 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

**General roles and responsibilities**

* To ensure that the highest standards of customer service and care are provided at all times
* Attend and contribute to team meeting and quality improvement meetings where relevant
* To attend monthly progress review meetings.
* To engage fully in the appraisal and performance review process
* Ensure that continual professional development is current and industry relevant
* It may be required, from time to time, to carry out additional tasks from those defined above but associated with your role under the instruction of your line manager.
* Undertake all associated administrative duties and complete paperwork in an accurate and timely manner

**Person Specification**

* Extensive experience in delivering Functional Skills
* A background in education/training and or a qualified trainer

**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/Maths curriculum
* Experience of supporting learners with the development of their English and maths
* Strong experience of delivering to 16+ 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

**Please note:** Prior to confirming an appointment to the college, individuals are asked to complete a medical questionnaire in order that the College’s Medical Health Contractor can ascertain their medical fitness for the post.