

Job Description

Job Title: Functional Skills Tutor

Reports to: Head of Service - Traineeships

Salary: £24,000 to £26,000 – Depending on prior experience

Location: Nationwide

Purpose

We are looking for a skilled tutor that will help learners apply Functional Skills in a real, vocational, and practical way to support their studies and workplace aspirations. The successful candidate will be responsible for delivering on our Traineeship provision where our learners are all on a short and intensive journey to find an apprenticeship.

The successful candidate will deliver and develop a range of resources dedicated to helping individuals improve their core Maths and English to help them achieve a level 1 or level 2 qualification, meeting the needs of employers and learners, to the standards set by awarding bodies.

Delivery of these programmes will be a combination of 121 face to face and remote visits and will also include group teaching and learning sessions.

Main Duties and Responsibilities

1. Organise and deliver Functional Skills up to level 2 in English and Maths for young people through a blended learning approach including the use of digital based delivery models in group sessions or on a 1-1 basis for young people.
2. Engagement with learners to deliver quality teaching and learning programmes. Meeting KPIs set for timely achievers and leavers.
3. Deliver qualifications in accordance with the Quality Assurance process.
4. Contribute to the ongoing development and improvement of traineeship resources and processes
5. Ensure monthly KPIs are met relating to the traineeship contract.
6. Carry out initial assessments and action plans for each young person and monitor their progress through regular contact
7. Effectively maintain a caseload of learners (at agreed and specified levels).

8. Individualise programmes to meet the needs of employers to ensure learners develop new skills, knowledge and behaviours which impact positively for the employer
9. Highlight and where appropriate deal with learner issues and provide focussed learner support and identifying and providing additional learning support where required.
10. Develop and use a range of techniques and resources tailored to learner's individual needs – supporting them throughout their learner journey towards successful achievement and completion of qualifications.
11. Work with the direct line manager to maintain and improve IXIONs quality of delivery across all programmes – including success rates, observations of learning, performance management and taking part in Principal Verifier visits which relate to awards.
12. Take an active part in Team and Standardisation meetings
13. Take an active role in preparation toward Ofsted inspections as well as taking part in Inspections as requested
14. Maintain effective and accurate administration, recording of information, producing reports as required, updating MI Systems and adhering to the Data Protection Act and confidentiality procedures at all times
15. Ensure all quality and compliance systems, processes and guidelines are followed as part of the day to day activity ensuring compliance errors are kept to a minimum to ensure the business is risk free

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p>Person Specification</p> <p>Job Title:</p> <p>(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Minimum Level 3 English or Level 3 Maths Specialism. (E) • To hold L3 award in education and training (or equivalent) (E) • A1/TAQA/D32/33 qualification or willing to work towards • Full UK driving licence and vehicle
<p>Experience</p> <ul style="list-style-type: none"> • Proven track record of delivering Functional Skills to young people aged 16-24(E) • Experience and knowledge of training and/or assessment delivery both face to face and remotely(E) • Experience in developing resources to support delivery (E)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Demonstrate up to date occupational competence (E) • Self-management. Effective management of workload and caseload (E) • Relationship management. Develop and maintain productive relationships with your Team, Management, Learners and all key stakeholders (E) • Learner and Employer focused – committed to understanding learner aspirations, supporting learner and employer needs (E) • Knowledge and understanding of appropriate quality and compliance frameworks e.g. Education Inspection Framework (D) • Able to monitor and maintain records (E) • Competent in use of IT including Microsoft Word, Excel and PowerPoint to intermediate user level (E) • Able to ensure contractual compliance and provide financial and performance information to agreed specification (D)

Personal qualities, communicating and relating to others

- Communicate to a range of audiences (verbal, written, using ICT or other media as appropriate).
- To be able to work to tight deadlines and under pressure.
- To be well organised and able to set own targets and goals within the wider curriculum delivery framework to ensure your learners achieve and progress in a timely manner
- To have developed effective class management skills and be able to deal effectively with challenging behaviour and other incidents that might arise from time to time.
- Encourage learners to develop self-esteem and respect for others.
- Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.
- To work flexibly and to have a creative approach to meeting targets.
- To build successful relationships with other staff, students and third parties. Be able to encourage and motivate your learning cohort to attain high levels of achievement

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at an enhanced level (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)
- Geographically able to work with learners in a required area (E)