

## Job Description

**Job Title:**            **Function Skills Tutor**

### **Purpose**

The Functional Skills Tutor will plan for, teach and support learners to complete their functional skills qualifications. They will achieve this through delivering classroom and workplace-based sessions as well as through small group, individual and tailored 1-2-1 support both face to face and remotely. The post holder will be supported to plan, design and deliver sessions to maximise learner progress across a range of setting.

### **Main Duties and Responsibilities**

1. To prepare and review session plans, scheme of work and teaching/learning materials using initial assessments and marked work to consider the learners' individual needs.
2. To consistently deliver high standards of teaching and learning, plan and deliver engaging, exciting training sessions to inspire and motivate learners in the classroom and workplace environment.
3. Travel to various locations, to deliver planned sessions to individuals and groups.
4. To improve learners' experience through providing ongoing support as required
5. Continually monitor and review learners' progress and monitor attendance and punctuality.
6. Attend planning and coordination meetings as required . Prepare learners for the achievement and completion of activities to gain the appropriate qualifications.
7. Assist in the writing, design and development of curriculum through planning time and standardisation meetings.
8. To provide learners with one-to-one support in a contextualised setting
9. Act on feedback from teaching observations, employers, peers or other review processes
10. Undertake necessary training to professionally develop and keep abreast with current practices and legislation within the sector (if required)
11. To provide accurate and timely formative and summative assessment and feedback to learners, maintain assessment records, including tracking and reporting of learner progress in line with the organisation's policy.
12. Complete qualification administration to required standards for awarding body and verified by IQA/EQA
13. Engaging with quality management processes to ensure that teaching maintains Outstanding OFSTED standards

## 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 Learning and Skills, 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><b>Person Specification</b></p> <p><b>Job Title: Functional Skills Tutor</b></p> <p>(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• Holds a teaching qualification, at least a Diploma in Teaching in the Lifelong Learning Sector (DTLLS) (E )</li> <li>• L3 or equivalent in Functional Skills Maths, English &amp; ICT (E)</li> <li>• D32/33/A1 or equivalent training/assessment related qualification (D)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrate an understanding of delivery of functional skills to a wide range of individuals both employed and unemployed (E )</li> <li>• Knowledge of Functional Skills curricula and examinations process (E )</li> <li>• Demonstrable experience of teaching skills and the ability to adapt and personalise teaching approach to context (E )</li> <li>• Prior experience of teaching English and Maths (E )</li> <li>• Demonstrate relationship and stakeholder Management, (E)</li> <li>• Knowledge and experience of the Qualification Framework (D)</li> <li>• Knowledge and understanding of appropriate quality and compliance frameworks e.g. Common Inspection Framework and Matrix (D)</li> <li>• Knowledge and understanding of PREVENT and British Values (D)</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Excellent knowledge of basic MS Office packages, including Word, PowerPoint, and Outlook (E )</li> <li>• Able to build positive relationships with learners and facilitate positive outcomes in their learning as well as improved wellbeing where required. (E)</li> <li>• Ability to manage caseloads effectively and keeping files maintained and upto date. (E)</li> <li>• Ability to have an adaptable teaching style and deliver learning using a range of approaches both face to face and remotely through virtual classrooms. (D)</li> <li>• Utilise reflective practice and evidence-based feedback to support learners and evaluate progress. (D)</li> <li>• Ability to motivate and engage learners to participate and progress (E )</li> <li>• Good communication, time management and organisational skills (E )</li> <li>• Excellent people management, communication, customer service skills (E)</li> <li>• Good understanding of the support required to help people to progress ( E)</li> <li>• Ability to work well as part of a team, a flexible and innovative approach to work ( E)</li> <li>• Judgment and Decision Making skills, Sales and Performance Management, Support and Advice, Growth and Development, Approach to Quality, (E)</li> </ul>

## Personal qualities, communicating and relating to others

- Demonstrate high ethical standards, take personal accountability for everything you do, and always want to do and be the best. (E)
- To adopt a co-operative approach to delivery by maintaining and promoting effective communications, sharing good practice across the team and organisation (E)
- Relationship management – develop and maintain productive relationships with your team, management, learners, employers and all key stakeholders. (E)
- Customer and Employer focused – committed to understanding learner aspirations and supporting their needs. (E)
- Represent Shaw Trust in a professional manner on all occasions. (E)
- Strive to improve practice to be creative and innovative and work towards continuous improvement. (E)
- Excellent interpersonal communication and engagement skills with the ability to work effectively as an individual and within a team environment. (E)
- Professionalism, Integrity and resilient (E)
- Inspiring and Influencing (E)
- Solution focused and Problem Resolution meeting stakeholders needs. (E)
- Supporting the organisation to meet contractual & organic growth targets. (E)
- Committed to continuous improvement of own skills and development (E )

## 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

- Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)
- Ability to Travel unrestricted throughout a wide region (E)
- Full driving licence and full access to the use of a car (D)