

Job Description – Functional Skills Tutor

Contract type: Full time, Permanent

Location: Hybrid working

Department: Training and Development

As a functional skills tutor you will support learners through to the successful conclusion of their functional skills qualifications, delivering innovative and engaging sessions to your learners. You will be required to have a professional interest in the subject area, which enables you to motivate and inspire your learners.

This role requires you to have excellent communication skills with a high level of professionalism that supports your communication across the professional workforce. The role requires a certain degree of autonomy, therefore an organised approach that is learner centred is needed.

You will need to achieve all professional development targets set within the agreed time scales.

Responsibilities

- Interpret and meet the requirements for the functional skills qualifications within the agreed timescales and target dates inline with an individualised functional skills training programme for learners
- Deliver effective and high-quality provision across a range of ability groups to meet all relevant academic and funding criteria, which enables learners to meet their personal learning goal. You will continuously monitor course effectiveness and assess learner development through individual learning plans, informing teaching strategies which ensure learner success and qualification achievement
- Ensure all administrative procedures are kept up to date (i.e. marking work, monitoring attendance and progress) to ensure all compliance and quality procedure requirements are met
- To ensure the delivery of the curriculum is in line with the Ofsted framework and meeting the organisations quality assurance standards
- Deliver lessons in a variety of settings, including classrooms, workplaces, and online. You may teach in groups, individually, or provide one-on-one support
- Evaluate your own practice with others and assess the impact on others
- To ensure OneFile (e-portfolio) is utilised within its full capacity and embedded within your day to day working culture
- To ensure that all learners have equal and fair access to learning activities and the assessment process
- To provide constructive feedback on achievement and performance to learners
- To attend regular standardisation meetings and training with relevant industry team members

Person Specification

Candidates without a particular qualification which we have listed as ‘essential’ need not be discouraged from applying if they are willing to undertake appropriate training in-post.

Experience		
Description	Essential	Desirable
Previous teaching experience		X
Confidence in using ICT systems	X	
Qualifications		
Description	Essential	Desirable
Level 2 Functional Skills in Maths and English, equivalent or higher	X	
Level 4 Certificate in Education and Training or equivalent	X	
Level 5 Diploma in Education and Training or equivalent		X
Safeguarding level 1	X	

You will need to:

- Maintain personal and professional development and CPD to meet awarding body and contract requirements, and the changing demands of the job
- Undertake the duties described in this job description in a manner that promotes equality of opportunity, dignity and due respect for all employees, learners and other contacts and is consistent with the company’s Equal Opportunities policy
- Be aware of and follow the guidelines issued by DCSF under the KCSIE Policy
- Present a professional image of Heart of England Training in all contacts, and to build and maintain strong relationships
- The precise description and nature of your job may be varied from time to time and you may be required to carry out other duties as necessary to meet the needs of the Company

This role will require a commitment to safeguarding and the postholder will undergo training for health & safety, safeguarding, prevent, EDI (Equality, Diversity and Inclusion) and GDPR.