

## Job Description

<b>Job Title:</b>	<b>Functional Skills Tutor</b>
<b>Report to:</b>	<b>Functional Skills Manager</b>
<b>Responsible for:</b>	<b>Delivery of qualifications, support for and progression of Learners</b>
<b>Location:</b>	<b>Catterick</b>
<b>Contract:</b>	<b>Permanent contract, full time</b>
<b>Main role objective:</b>	To deliver functional skills training and assessment.

### Responsibilities

<b>Learners:</b>	To ensure that Learners are supported throughout their period on their apprenticeship with The Colleges' Partnership (TCP).
<b>Quality:</b>	To ensure all work is produced to a good standard and to constantly strive for continuous quality improvement.
<b>Development:</b>	To take responsibility for Continuing professional development (CPD).
<b>Other Duties:</b>	As required or determined by the team manager as relevant to the role.

### Tasks

#### **Learners**

1. Deliver Initial and Diagnostic Assessment and Functional Skills maths and/or English teaching as required by each individual learner.
2. Deliver, mark and feedback on controlled assessments in compliance with Awarding Body rules and regulations.
3. Accurately complete and maintain all individual and class records required for the enrolment and administration of learners and ensure that completed course and learner records are passed to the administration team in a timely manner as learners complete their courses.
4. Act as a support to learners, offering information, advice and guidance as required.
5. Report to Line Manager on a regular basis to advise of any outstanding issues which may affect a learner's progress, to support the management of 'Maximum Contract Value'.
6. Advise Line Manager of any incidents involving learners where additional support may be required.

#### **General**

1. Assist with the coordination and invigilation of Level 1 examinations as required in compliance with Awarding Body rules and regulations.
2. Assist with the coordination and invigilation of examinations as required.

#### **Quality**

1. To be fully conversant with company policies and procedures.



2. To participate in Standardisation, Self-Assessment Reviews and Quality Improvement Planning activities.
3. Undertake Internal Quality Assurance (IQA) when appropriate.
4. To keep up to date with changes to national awarding bodies' criteria and standards.
5. To contribute to the implementation of quality systems and processes.
6. Identify and share good practice with other staff and teams.

### **Professional Development**

1. To keep up to date with national and local developments, which may affect a specialist sector subject delivery and to implement support for a learner as required.
2. To monitor and evaluate personal performance within the context of the role.
3. To participate in the company appraisal system and remain conversant with Company Policy and Procedure.
4. To participate in training and development activities as required.
5. To remain proficient in the use and application of IT.
6. To comply with annual Continuous Professional Development requirements.

### **Other Duties**

In addition to the above duties the Apprenticeship Coordinator may also be required to:

1. Carry out any other duties as directed within the general nature and character of the post.
2. To always represent the Company in a professional and competent manner.

*This job description is intended as a guide to the main responsibilities and duties and is in no way intended to restrict any individual in the performance of other duties as required by the company.*

*The job description will be reviewed and updated periodically in the context of organisational and developmental changes.*



# Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Learning & Skills Teacher L5, or equivalent (e.g. CET), or willing to work towards. Functional Skills Level 2 (or equivalent).	Safeguarding Cert. Equality & Diversity Cert. Health & Safety Cert. Assessor Coach L4 or equivalent (e.g. CAVA).
<b>Experience</b>	Assessment of Learners Lesson Planning & Preparation Delivery of Training to Learners Identifying and implementing training solutions. Assessment to identify additional learning support needs. Working in an environment offering individual support and support for differentiation.	Working in an SFA / FE or WBL training environment
<b>Skills/Abilities - Interpersonal</b>	Possession of good communication skills, written and oral. The ability to develop positive working relationships with individuals at all levels. The ability to train others with energy and enthusiasm and provide the environment where learners feel motivated. The ability to work effectively as part of a team as well as autonomously when necessary. Ability to train and assess up to Level 2 Functional Skills.	
<b>Skills/Abilities – Other</b>	Ability to prioritise own workload and meet deadlines. Ability to produce work to an appropriate standard in line with requirements of the role. Using a PC for creating, storing and retrieving information. Effective Time Management Skills. Flexible and able to cope under pressure. An understanding of Safeguarding Issues. An understanding of Equality & Diversity.	
<b>Work-related Circumstances</b>	Possession of a full driving licence, the ability to drive and use of a car. Willingness to travel where required. The ability and willingness to undertake relevant staff development.	