

Job Description

Job Title:	Variable Hours Functional Skills Tutor: Gurkha CELT
Report to:	ITC Catterick Manager
Responsible for:	Delivery of our Functional Skills English and Cultural Awareness programme, with support for and progression of learners
Location:	Catterick Garrison
Contract:	Temporary, zero hours
Main role objective:	Deliver Functional Skills English to trainee Nepalese Gurkha soldiers up to an operating level of Entry 3/Level 1 and promote development of their cultural awareness, while acknowledging and respecting their own culture and traditions.

Responsibilities

Quality:	To ensure all work is produced to the expected standards and to constantly strive for Continuous Quality Improvement.
Other Duties:	As required and as appropriate to the role.

Tasks

Learners

1. Deliver high-quality teaching, learning and assessment.
2. Monitor learner progress and maintain accurate, up-to-date records.
3. Complete all relevant paperwork per company policy and procedures.
4. Create lesson plans and provide input into the syllabus, contextualised to the military environment where appropriate.
5. Develop learning materials to support delivery.
6. Administer oral and written assessments and provide reports on individual learner performance.
7. Mark assessments in line with Awarding Body requirements.
8. Complete formative and summative reports on learners and their overall progress.
9. Provide feedback on the course and support planning for improvements and developments.
10. Create an inclusive environment for all educational abilities, including Special Educational Needs (SEN) / Specific Learning Difficulties (SpLD).
11. Apply appropriate teaching techniques, accounting for learning style and differentiation of need.
12. Act as a support to learners, offering information, advice and guidance as required.
13. Report to Line Manager regularly to advise of any issues which may affect a learner's progress and to ensure we are delivering on our contractual objectives.
14. Advise Line Manager of any incidents involving learners where additional support may be required.



General

1. Be prepared to adapt to teaching within a military environment.
2. Assist with the coordination and invigilation of exams.
3. Attend meetings and undertake training as required.
4. Be familiar with Safeguarding requirements as detailed in the Company Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
5. Be committed to promoting equality and diversity in employment and delivery to learners and comply with the company's Equality and Diversity Policy.

Quality

6. To be fully conversant with all company policies and procedures.
7. To participate in Standardisation, Self-Assessment Reviews and Quality Improvement Planning activities.
8. Participate in Quality Assurance for the apprenticeship when required to do so.
9. To keep up to date with changes to national awarding organisations' criteria and standards.
10. To contribute to the implementation of quality systems and processes.
11. Identify and share good practice with other staff and teams.
12. To take responsibility to ensure all paperwork for Apprentices under your caseload is accurate and compliant with audit and finance requirements.

Professional Development

1. To keep up to date with national and local developments, which may affect specialist sector subject delivery and Apprentice support requirements.
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 post holder may also be required to:

1. Perform any other duties as directed within the general nature and character of the post.
2. To represent the Company in a professional and competent manner at all times.

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
Qualifications	Teaching qualification Functional Skills Level 2 (or equivalent)	TESOL/CELTA or equivalent subject specialism
Experience	Lesson Planning & Preparation Working in an environment offering individual support and support for differentiation.	Experience of teaching English to speakers of other languages Experience of working in a military environment.
Skills/Abilities - Interpersonal	High standard of written and spoken English Ability to deliver the Functional Skills English curriculum to young adult learners. Possession of excellent 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 Apprentices feel motivated. The ability to work effectively as part of a team as well as autonomously when necessary.	
Skills/Abilities – Other	Ability to prioritise own workload and meet deadlines. A positive, innovative approach to developing and supporting change Ability to produce work to an appropriate standard in line with requirements of the role. Using a digital systems 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.	
Work-related Circumstances	Possession of a full driving licence, the ability to drive and use of a car. The ability and willingness to undertake relevant staff development.	