

Capital City College Group Job Description and Person Specification

Post:	Functional Skills Tutor
Contract:	HPL
Reporting to:	Functional Skills Team Leader
Grade:	HPL Spine point 29 or 31
Salary:	£26.83 - £28.47 per hr

Key Purpose

To deliver and assess Functional (FS) Skills English and/or maths qualifications to students requiring these skills up to Level 2 as part of their apprenticeship or to progress to Further or Higher Education or to an apprenticeship. Delivery will be at the College, online or at employer premises. A willingness to work flexible hours to meet employer needs including early shifts or early evening work will be required

Main Duties and Responsibilities

- Responsible for the achievement of FS English and/or maths qualifications for an allocated cohort of learners
- Responsible for the management of allocated cohort of learners through the supporting, monitoring, recording, tracking and regular reporting of learner progress towards the achievement of FS qualifications
- Responsible for the completion of the FS Individual Learning Plan for each learner within the allocated caseload.
- Responsible for the delivery of tutorials on specific FS related subjects as agreed with the Functional Skills Team Leader
- To work with other CCCT colleagues as required and directed, to promote the achievement of Functional Skills.

Leadership and Management

- Maintain and manage own cohorts of learners and complete in a timely fashion

Curriculum Delivery and Quality

- Prepare schemes of work and lesson plans to suit each cohort
- Take part in lesson observation schemes for continuous improvement
- Supporting and carrying out Internal Quality Assurance (IQA) activities as directed.
- Carrying out skills assessments
- Preparing innovative teaching materials
- Using teaching resources, worksheets and IT to get the best out of learners

- Work with support staff to ensure learning objectives are met
- Carrying out marking, administrative tasks and keeping accurate records

External Liaison

- Provide progress information to employers if working off site or to the Delivery team managers for reporting to employers as required

Wider Responsibilities

- Work with the delivery team for continuous improvement
- To promote the services of the College as opportunities arise

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will have variable hours per week which may include working early mornings, evenings and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants

from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Minimum qualifications level 3 (A level) in English and/or maths, post compulsory teaching qualification (e.g. PTLLS/CTLLS/DTLLS) or equivalent experience	X	
	Specialist knowledge/qualifications working with adults with learning difficulties		X
Knowledge / Experience	Experience of delivering English and/or maths to adults (minimum 2 years).	X	
	Experience of delivering via blended or distance learning	X	
	In-depth knowledge of English and/maths “Reformed” standards and familiarity with associated assessment methodology	X	
	Experience of encouraging, engaging, enthusing and inspiring high achievement learners in English and/or maths subjects.	X	
	Experience of contextualising English and/or maths and relating it to the main area of study		
Skills / Abilities	Excellent communication skills, written and verbal	X	
	Good IT Skills for deliver on-line and for reporting	X	
	Use of e-portfolio systems for recording attendance and progress		X
	To be patient and get on well with people of all ages, backgrounds, and abilities to understand their needs and learning goals.	X	
	Ability to work with adult learners with varying start points and prepare them for success at level 2	X	