

Role Profile

Job Title:	English Tutor
Department:	English and Maths Department
Responsible to:	Programme Manager – Apprenticeship Preparation Programme & English and Maths

Main purpose of job:

To deliver innovative and inspirational learning to cover the skills, knowledge and behaviours on the Functional Skills – English programmes whilst ensuring effective learner support.

Main Duties:

- To develop and deliver creative, engaging and inclusive high-quality learning programmes for English, in accordance with awarding organisations specifications and standards, and ensuring the effective evaluation of such programmes.
- To monitor and continuously update learner records ensuring compliance with relevant legislation and regulations and in line with company requirements.
- To provide information regarding learner's progress, achievements and support needs, as required.
- To effectively manage the Quality Assurance process of each qualification in line with the company's standards and the awarding organisation specifications and standards, in order to continuously improve the learner experience.
- To ensure the safety and well-being of all learners in all work related and learning environments in accordance with the Company's safeguarding policy, health and safety policy, equality and diversity policies and code of conduct as part of the organisations duty of care.
- To keep up to date with curriculum developments across the various provisions and regularly review schemes of work in line with Ofqual requirements
- To demonstrate knowledge and compliance with regards to GDPR and all associated Data Protection legislation. This includes having due regard for any personal data that you may come into contact with in your role which includes learners/ customers/ staff, especially when using portable or personal devices (laptops and mobile phones) or when working remotely, in order to keep data secure and confidential.

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Training 2000

- To be responsible for personal development in teaching and learning, incorporating both academic and professional training, in line with the Professional Standards of the Education and Training Foundation.
- To comply with all Company policies and procedures in relation to Safeguarding, Health & Safety, GDPR and Equality and Diversity and ensure adherence at all times.
- To teach on Functional Skills programmes, as and when required to cover absence, according to skills and qualifications.
- To undertake any other duties comparable with the role as requested by the Line Manager or member of the SMT.

Where your future matters

Person Specification

Job Title: English Tutor

Department: English and Maths Department

Responsible to: Delivery Manager – Apprenticeship Preparation Programme & English and Maths

Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> • Level 3 Award in Education & Training (or willing to work towards) • A specialist or further qualification in English (minimum Level 3 English qualification) • Robust knowledge of teaching English to a qualification 	<ul style="list-style-type: none"> • Level 7 Teaching qualification e.g. PGCE (or equivalent) • Level 3 Maths qualification • Ability and willingness to undertake additional duties to further support the operation/performance of the English and Maths Department
Skills & Relevant Experience	<ul style="list-style-type: none"> • Ability to manage and organise own work and time effectively. • Experience of curriculum design, development, delivery, review and evaluation • Ability to be creative & innovative in the design of learning materials • Effective interpersonal skills, active listening skills and excellent ability to coach/mentor to aid learner progression • Ability to communicate with learners at all levels • Effective administration skills • Ability to deliver to established targets and deadlines • Strong ICT skills with proficiency in Word, Excel, Power Point, Teams 	<ul style="list-style-type: none"> • Experience and understanding of classroom management strategies • Experience of curriculum design, development, delivery, review and evaluation • Experience working within an education establishment • SEN Experience • Experience of conducting 1-to-1 support • Ability to teach on Maths programmes
Behaviours	<ul style="list-style-type: none"> • Open, honest and supportive behaviours • Patient and empathetic • Responsive and flexible 	

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Criteria	Essential requirements	Desirable requirements
	<ul style="list-style-type: none">• Effective team player with the ability to maintain positive working relationships• Ability to support continuous improvement• Willingness to learn and a desire to continually develop professional skills• Committed to equality, diversity and inclusion• Committed to safeguarding and implementation of relevant policies• Committed to effective quality assurance practices• Committed to Health and Safety and implementation of Company policies and procedures	

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