

## Role Profile

<b>Job Title:</b>	Functional Skills Tutor
<b>Department:</b>	Functional Skills
<b>Responsible to:</b>	English and Maths Programme Manager

### **Main purpose of job:**

To deliver innovative and inspirational learning to cover the skills, knowledge and behaviours relevant to English, maths and ICT across both apprenticeships and apprenticeship preparation programmes whilst ensuring effective learner support.

### **Main Duties:**

- To develop and deliver creative, engaging and inclusive high-quality learning programmes for English, maths and ICT in accordance with awarding organisations specifications and standards, and ensuring the effective evaluation of such programmes to continuously improve the learner experience.
- Be responsible for engaging with a caseload of learners, identified by Operational areas as requiring specialised and focussed support in English and maths, and acting as a trouble-shooter to ensure timely completion of Functional Skills qualifications in line with the curriculum approach.
- You will ensure that Functional Skills are delivered in line with a detailed curriculum approach for each qualification and support, motivate and encourage your learners to achieve their Functional Skills at the relevant level.
- To keep up to date with curriculum developments across the various provisions and regularly review schemes of work in line with Ofqual requirements
- To work effectively and proactively with all other operational and functional departments including their managers to ensure both future and existing learners receive an outstanding service and experience, whilst providing a streamlined and efficient process for the business.
- To monitor, track and evaluate management information data in regards to learner results ensuring that learners and customers are informed in a timely manner and results are fed back internally for benchmarking and continuous improvement
- To monitor and ensure learner records are up to date ensuring compliance with relevant legislation and regulations and that they are in line with company requirements.
- To adhere to company health and safety and safeguarding procedures maintaining a safe working environment for all areas of responsibility at all times

## Where your future matters



University of Central Lancashire

# Training 2000

- To be responsible for your own personal development in line with your role which includes teaching and learning incorporating both academic and professional training.
- 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.
- To keep up to date with all GDPR and data protection policies and legislation and understand and report any data security breaches promptly to the appropriate persons
- To undertake any other duties comparable with the role as requested by a member of the leadership team.

## Where your future matters

## Person Specification

**Job Title:** Functional Skills Tutor  
**Department:** Functional Skills  
**Responsible to:** English and Maths Programme Manager

Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> <li>• Willingness to work towards teaching qualification if not already possessed</li> <li>• Robust knowledge of English and maths qualifications including Functional Skills.</li> <li>• Commitment to equality, diversity, inclusion and safeguarding and knowledge of how to implement effective policy.</li> <li>• Commitment to effective quality assurance practices.</li> <li>• A commitment to company Health and Safety policies, procedures and their application.</li> </ul>	<ul style="list-style-type: none"> <li>• A specialist or further qualification in English and maths would be an advantage</li> <li>• Possession of a professional teaching qualification</li> <li>• Knowledge of the ICT curriculum would be an advantage.</li> </ul>
Skills & Relevant Experience	<ul style="list-style-type: none"> <li>• Ability to manage and organise own work and time effectively, working around timetables and specific GLH</li> <li>• Experience of curriculum design, development, delivery, review and evaluation.</li> <li>• Ability to be creative &amp; innovative in the design of learning materials &amp; their implementation in accordance with learner programme requirements.</li> <li>• Effective interpersonal skills, active listening skills and excellent ability to coach/mentor to aid learner progression.</li> <li>• Ability to communicate with learners at all levels, breaking down learning into simple, manageable and relatable sessions</li> <li>• Effective organisation and administration skills ensuring the</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to build effective relationships with stakeholders</li> <li>• Experience and understanding of classroom management strategies that aid the engagement of learners who are hard to reach.</li> <li>• Effective ICT skills with proficiency in Word, Excel, Power Point in the development and compilation of learner resources, documentation and records.</li> </ul>

## Where your future matters



Criteria	Essential requirements	Desirable requirements
	<p>handling and completion of all learner programmes and associated documentation in a timely and accurate manner to contractual requirements.</p> <ul style="list-style-type: none"><li>• Ability to deliver to established targets and deadlines in accordance with learner progression.</li></ul>	
Behaviours	<ul style="list-style-type: none"><li>• Demonstrates open, honest and supportive behaviours which are in alignment with the Company's Core Values.</li><li>• Demonstrates patient and empathetic behaviours in the effective and professional engagement with learners throughout the learning process which encourage high levels of learner performance.</li><li>• Demonstrates responsive and flexible behaviours in accordance with the needs of learners and the learning process.</li><li>• Operate as an effective team player supporting colleagues and the other company employees.</li></ul>	<ul style="list-style-type: none"><li>• Demonstrates an ability to support continuous improvement by offering innovative ideas and solutions which benefit the learning process.</li></ul>

## Where your future matters