

Job Description

JOB TITLE:	English Functional Skills Tutor - Apprenticeships
HOURLY RATE/SALARY:	Scale K £36,148 - £38,917
REPORTS TO:	Head of Curriculum -Apprenticeships
CAMPUS:	Langley
HOURS:	Full time established
JOB PURPOSE:	To deliver quality teaching, coaching and academic support that enables apprentices and adult learners to achieve their English Functional Skills.

Main Duties: N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

- 1) Effective delivery of Level 2 English Functional Skills enabling learner progression towards successful completion of their Apprenticeship.
- 2) Develop ways of working that are responsive to learners' needs, monitor and evaluate progress and practice and prepare learners for examinations.
- 3) To promote and facilitate retention and achievement of learners by supporting them with their English Functional Skills.
- 4) Attend and contribute to review meetings and work with skills coaches to ensure Apprentices are meeting their functional skills objectives to complete Apprenticeship on time.
- 5) Provide managers and administrative team with up-to-date progression reports and tracking.
- 6) Keep records of progress and maintain tracking on apprentice e-portfolio.
- 7) Liaise with apprenticeship and college exams department to book in functional skills exams.
- 8) Provide additional learning support to learners in a group or 121 setting if required.
- 9) Maintain student morale and discipline inside and outside "the classroom" within the College sites and in conjunction with College management.

Any other duties commensurate with the grading of this post as may be required from time to time.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

PERSON SPECIFICATION

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English	X		AF
L2 Maths	X		AF
Appropriate Degree and/or vocational qualification or equivalent (please state this in your application)	X		AF
			AF
EXPERIENCE			
Proven experience of teaching GCSE English and/or Functional Skills English	X		AF / IV
Proven successful experience of supporting / teaching students with barriers to learning in a post 16 environment	X		AF / IV
Knowledge and evidence of ongoing curriculum development and managing the learning process		X	AF / IV
SKILLS, KNOWLEDGE AND ABILITIES			
Be highly organised, methodical and have a flexible approach to working practices	X		AF
Proven ability to use Microsoft Office, Word, Outlook and PowerPoint	X		AF
Proven ability to work independently and as part of a large team, including the ability to team teach.	X		AF
Demonstrable excellent oral and written communication skills.	X		AF