

## FUNCTIONAL SKILLS TUTOR

### JOB DESCRIPTION

**Job Title** Functional Skills Tutor

**Responsible To** Apprenticeships Manager

#### Main Purpose Of Job

Supporting Level 3 apprentices to meet the Level 2 Functional Skills requirements of their apprenticeships.

To help improve our apprentices' skills and to support them achieve the required qualifications in English and Maths, we need a roster of professional people with previous experience working in Education to deliver Maths and English tuition.

Part-time positions at Burgess Hill and Portchester training centres.

#### Core Responsibilities

- Course planning and development/session preparation
- Assessing learner needs and levels
- Teaching and delivering of functional skills
- Tracking and recording learner progress
- Provision of feedback and guidance to learner
- Invigilation of exams

#### Job details

Part-time, temporary, contract

Salary: hourly / day rate to be agreed

Work pattern: Monday to Friday, variable hours at various times throughout the year

## PERSON SPECIFICATION

### Qualifications, knowledge and experience

#### Essential:

- Minimum 2 years+ in teaching / tutoring Maths and or English
- Functional Skills qualification in English/ Maths at Level 2 (or equivalent)
- Qualified Teacher with QTS or equivalent; ideally with a core specialism (English or Maths)
- DBS check required

#### Desirable:

- City & Guilds Certificate in Further Education Teaching (7407)
- City & Guilds Teaching in the Lifelong Learning Sector (DTLLS) (7305)
- City & Guilds Further and Adult Education Teacher's Certificate (7307)
- City & Guilds Initial Certificate in Teaching Basic Skills (9281)
- A1 Assessor or TAQA Qualification.

### Person profile

Essential: Strong verbal communication skills, self-motivated, well-organised, flexible,

Desirable: Strong written communication skills, mentoring skills

## ADDITIONAL INFORMATION

### Covid information

We are fully Covid secure with social distancing, mask wearing and enhanced cleaning and hygiene procedures in place.

### Closing date

Deadline for applications: 02 May 2021