

Functional Skills Tutor (English or ESOL)

Salary: NJC Scale Points 14 to 25 - £17,681 to 23,111 per annum depending on experience pro rata

Hours: 22 per week. Core hours 8.30 to 3.30 3 days a week

Location: The Hope Foundation, Hope House, Middlesbrough

Role Outline: The tutor roles are to deliver teaching and learning leading to the achievement of functional skills English or ESOL qualifications.

Line Manager

- **Staffing and Performance:** CEO
- **Project Delivery and Quality:** Quality and Curriculum Manager

Role Description:

Deliver courses and contribute to quality improvement

- Deliver taught courses as per lesson plans and schemes of work
- Meet targets for timely achievements
- Contribute to standardisation activity
- Review delivery through standardisation activity and Project Monitoring reporting

Support learning, job search activity and effective action planning

- Assess learners and ensure they are on the right programmes for their needs, ensuring that learners are working at the appropriate level
- Identify and address skills and knowledge gaps and encourage learners to undertake relevant learning which would improve their employability and life skills
- Provide relevant information, guidance and support and agree realistic and motivating Individual Learning Plans according to the learner's situation, skills, needs, short and long-term goals
- Set challenging and appropriate session targets
- Carry out regular reviews and follow-up as required to limit withdrawals
- Actively promote progression opportunities

Create a Safe and Welcoming Environment and Motivate Learners to Improve their Employability and Find Work

- Help learners feel at ease and comfortable; considering their individual learning pace and helping them to gain confidence through their learning
- Produce promotional materials and participate in marketing events when required

- Produce Schemes of Work and/or Session Plans for any scheduled classroom teaching
- Prepare classroom resources and supplementary materials for learning programmes
- Use a range of resources to record learner progress and good news stories

Maintain Accurate and Auditable Records

- Mark learners' work and assignments and provide quality feedback in a timely manner
- Administer and track examinations, assessments and submissions according to Hope Foundation and awarding body requirements
- Maintain accurate records in line with contractor and Hope Foundation processes, audit and quality requirements

Contribute to your own Professional Development

- Participate in any courses or training that would improve your performance in and knowledge required for your role.
- Actively participate in The Hope Foundation staff appraisal process
- Undertake regular training relevant to the role as requested by management

Promote the ethos, Mission Statement, aims and values of The Hope Foundation at all times

- Act in a professional manner at all times
- Promote and represent The Hope Foundation's interests, ethos, Mission Statement, aims and values within the centre and outside
- Respect and uphold The Hope Foundation's reputation amongst users of the centre and in the local community

Person Specification:

Must have:

- a PTTLs, CTTLS, DTTLs Tutor Award or equivalent or higher teaching qualification.
- a good all-round knowledge of IT, Internet, email, MS Office applications, Social Media and employability and an enthusiasm about the difference ICT access can make to someone's life and job prospects
- an ability to identify with and relate to people in the community, understand their interests, barriers and motivations
- excellent people skills, be effective at communicating with and motivating people from various backgrounds and with a broad range of abilities and needs
- have a non-judgemental attitude and be committed to Equality and Diversity and the promotion of British Values
- Excellent organisational and time management skills

Must be:

- keen to support and promote the Hope Foundation's mission statement and aims and values at all times

- proactive, self-motivated and able to organise and prioritise own work load
- approachable, understanding and flexible; able to tailor and review Learning Plans and Action Plans according to individual skills, needs and circumstances and the demands of the learndirect contract
- encouraging and supportive, raising learners' aspirations and championing achievement
- able to create a safe and stable learning environment
- able to work as part of a team or to own initiative
- able to respond to the needs of the Hope Foundation, the learners and relevant stakeholders
- able to identify successes and areas for improvement and be pro-active in addressing these
- comfortable signposting to and supporting other delivery as required
- interested in and act upon initiatives for self-development

Would preferably have:

- A level 2 qualification in IT
- An assessor's qualification
- An English or ESOL specialism

We are committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity. We are also committed to safeguarding, prevent and promoting the welfare of vulnerable adults. We expect all staff to share this commitment.

This post requires an enhanced DBS check.

Job description reviewed on:12/2/19