

Tutor Job Description – Functional Skills Mathematics and English

Tutor	
DBS Level	Enhanced
Responsible to	Sector Lead for Functional Skills

Main Duties of the role:

- Deliver learning to a caseload of learners in their place of work, online or agreed training location.
- Develop and maintain operating system skills for online platforms including, Skills Forward, MS Teams and Zoom
- Design learning resources and methods of assessment to ensure learners gather high quality evidence towards their Functional Skills Qualifications.
- Complete initial assessments and diagnostics to ensure that the delivery is at the correct level.
- Deliver training, workshops and one to one support and coaching sessions to reflect the approved scheme of work and milestones including distance travelled assessments.
- Support learners to enhance their digital skills
- Motivate and support learners to achieve their qualifications within agreed timescales.
- Support mentors and employers to understand their commitment and responsibilities
- Respond to requests for information from the allocated Learning Coach in a timely manner.
- Overcome barriers to learning and adapt delivery to meet learner's needs – signpost for support where necessary to ensure learners have access to high quality and impartial information, advice and guidance (IAG).
- Complete, organise and maintain documentation on learner progress for the entirety of the learner journey.
- Willingness to work in a flexible way including evenings on occasion as required and at various locations if required.
- Provide access to diaries and work schedules to support the observation process.
- Manage your diary effectively to ensure timely visits and reviews are conducted – maintain an up to date calendar to support the observation and quality assurance process.
- Identify any learner who is at risk of leaving their training early and provide extra support whilst informing the sector lead
- Comply with internal and external quality standards, audits and inspections.
- Maintain confidentiality in relation to all Football Family information and to comply with Data Protection/GDPR/Cyber Security legislation.
- Provide a high-quality, excellent customer/participant experience.
- Promote, adhere to and comply with arrangements and working practices for the following Equality and Diversity, British Values. Safeguarding, Anti-Bullying and Peer on Peer abuse.
- Promote and adhere to Health and Safety arrangements as directed by policies and risk assessments.
- Work in collaboration with colleagues to achieve company objectives.
- Maintain qualifications, competency and a record of CPD to ensure that practice is current and reflects the relevant criteria for the qualifications being delivered.

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Skills, Attitudes and Behaviours:

- To work in a collaborative and multi-disciplinary environment and work in a professional way at all times.
- Communicate effectively, both verbally and in writing
- To work collaboratively with team members and to take on board constructive and developmental feedback to improve the learner experience.
- Be committed to deliver the Football Family Excellence Framework
- To work to deadlines in a pressurised and sensitive area of work, being aware of Football Family's confidentiality and information sharing protocols.
- To champion Football Family safeguarding, Prevent and equality and diversity agendas.
- Be highly organised, paying close attention to detail.
- Be able to enjoy and be able to work as part of a small team.
- Have a flexible approach to work.
- Be emotionally resilient and be able to work in a challenging environment.
- Work in an organisation that is undergoing change due to development and growth.
- IT Literate – Microsoft Office Suite- Word/Excel/Powerpoint
- Relevant teaching qualification/Assessor Qualification
- English and Maths qualification (A level/GCSE)
- Current and verifiable CPD record

Key Performance Indicators

- To provide information to the vocational skills coach for their 8 weekly reviews with the apprentice employer/mentor
- To ensure a minimum 85% success rate.
- Maintain a minimum Grade 2 observation grade.
- Maintain 90% learner and employer satisfaction.
- Ensure learners achieve Functional Skills qualifications within 6 months from start date
- Complete distance travelled assessments at month 5 and month 9 of their programmes
- To ensure learners are prepared for and attend Functional Skills mock examinations
- Provide attendance registers to the sector lead on a weekly basis
- To produce a scheme of work for the year to include exam preparation and mock testing/exams