

## **Job Description**

**Job Title**                      Foundation Learning Tutor - Functional Skills/Life Skills

**Responsible To**                Youth Manager

### **Purpose of Post**

Assist in the development and deliver a life skills programme for age 16-19 learners, with particular focus on functional skills.

Assist with the recruitment of new learners.

Develop a range of functional skills Maths and English resources to increase understanding of notoriously difficult topics; i.e. fractions, percentages, punctuation.

Assist in carrying out Skills For Life initial assessments, give feedback and produce the necessary learning plans.

Adapt and modify entry level examinations in collaboration with other tutors. To assist in the registering of learners for exams.

Plan and deliver English and Maths functional skills sessions, using a variety of methods to mixed ability groups of learners.

Motivate and support students agreeing clear aims and goals.

Follow set systems and procedures for assessment and verification of qualifications in line with quality systems/procedures.

Liaise with other members of the Basic and Essential Skills Team to ensure cohesive planned approach to delivery of sessions.

Work with students, providing feedback and information on their progress.

Identify and promote opportunities for existing participants to further their Skills For Life development.

Cover foundation learning sessions as requested by Line Manager.

### **General Accountabilities**

Be aware of current Health and Safety regulations and work in a way that is consistent with the company's Health and Safety Policy.

Be aware of Safeguarding and Prevent practices and follow HWV Policy and Procedures.

Work in a way which encourages equal opportunities and ensure that there is a positive approach to anti-discriminatory practice at all times.

Work in a way that contributes to the continuous improvement of the quality of the service being delivered.

Attend staff meetings as required.

Receive supervision, negotiate and work towards targets and deadlines agreed with Line Manager.

Be aware of and follow the requirements laid down by the relevant inspection bodies.

Be jointly responsible, with Line Manager, for your own training and development and attend courses as negotiated.

Any other duties as reasonably requested by the Line Manager.

## **Person Specification for Foundation Learning Tutor/Life Skills**

### **Essential - Qualifications and Experience**

3 Years classroom experience, working in 16-19 year old sector with young people who display challenging behaviour and have low confidence and self-esteem.

GCSE Maths and English at C grade or above or other relevant Level 2 certificate.

### **Desirable - Qualifications and Experience**

Minimum Level 3 Teaching Qualification.

PGCE/Cert Ed

2 Years + experience of teaching Maths/English and Level 4/5 Subject Specialism (or working towards a similar qualification).

### **Essential**

Excellent classroom management techniques, knowing how to deal with unmotivated or difficult learners.

Ability to work with mixed group of learners with varying levels of ability.

Understanding of assessment for Maths/English qualifications.

Knowledge of the National Core Curriculum.

Ability to develop creative and interactive sessions to engage all learners.

Good level of ICT ability and confidence to incorporate this into sessions.

Experience of record keeping and tracking of individual learner's progress.

A strong teamwork ethos.

A flexible approach and able to work independently.

### **Desirable**

Experience of carrying out Skills For Life initial assessments.

Experience of developing Individual Learning Plans.