

JOB DESCRIPTION: FUNCTIONAL SKILLS TUTOR

Our Aim

Liberty Group is an organisation devoted to improving the lives of society's most vulnerable and needy individuals, supporting them to achieve the most in their lives. With our combined knowledge and experience Liberty Training deliver an optimum service to help young people achieve their full potential and make a positive impact on society through our nurturing and supportive Specialist Post-16 College.

Your Role

The role of Functional Skills Trainer is to deliver maths and English Functional Skills to Level 2 and to assist the training team to provide support for learners in preparation for entering the workplace. You will have an active role in supporting learners on training courses to help them progress into education, employment, training, or volunteering. You will be responsible for teaching Functional Skills, often to challenging and disengaged young people who may have learning difficulties.

As Functional Skills Tutor, you will support the team in ensuring the courses are run effectively and the service provided reflects the ethos of the company. You will support the team in ensuring directives and policies are reflected and implemented in everyday practice. You will be accountable to your Line Manager.

Job Title: Functional Skills Tutor

Salary:.....£22,000 to £28,000 (dependent on qualifications and experience)

Reports to:..... Programme Manager

Hours: Monday – Friday (08:30am – 16:30pm)

Annual Leave 28 days (plus Bank Holidays)

Requirements

You will be required to work 8:30am - 16:30 Monday- Friday, but this may vary according to the needs of the company.

You must have an outgoing, friendly and confident personality with a positive attitude and a passion for helping others. Our tutors are motivational speakers, inspirers, and energisers who broaden horizons and break down barriers to progression.

We have an holistic approach to training young people, helping them wherever possible with the challenges that life may throw at them, and to join our team, you would need that same outlook.

We are looking for someone with innovative ideas that steer away from traditional teaching methods. At Liberty, we have a “learner centred” approach and are looking for someone with the same philosophy.

You should be experienced in teaching maths and English functional skills to level 2. Experience of teaching ICT functional skills would also be advantageous.

The Liberty Team have an ‘all hands on deck’ approach, so when you are not teaching, you may be asked to assist the team in other areas.

Responsibilities

General

- To fully understand the aims, objectives and ethos of Liberty Training and to reflect these in your daily working life
- To adhere to Liberty policies and procedures
- To act in a professional yet approachable manner at all times
- To attend regular meetings and supervisions to help your own professional development
- To attend training as required
- Any other tasks as required or requested by your Line Manager

Working with learners

- To assess, plan and deliver functional skills in English and maths to all students to a planned timetable
- To design and deliver engaging sessions
- To work alongside tutors and learners in other subjects to embed literacy and numeracy skills
- To work as part of the training team to develop a high-quality functional skills programme
- To be part of ongoing assessment of students learning needs and to make reasonable adjustments as required minimising barriers to learning and achievement (working to Education and Health Care Plans)
- To develop a professional 'mentor' relationship with learners, always keeping appropriate and transparent boundaries
- To encourage growth and self-confidence by working with learners to develop all aspects of employability and functional skills
- To ensure learners are following health and safety and behavioural guidelines
- To deal with challenging or inappropriate behaviour in a professional manner according to company guidelines and disciplinary procedures
- To lead by example as a positive role model at all times

Working with other organisations

- To promote the company and training service to other companies through email, telephone and face to face contact, including attending promotional events
- To maintain excellent working relationships with other agencies and employers to encourage good multiagency working

Administration and clerical

- To keep thorough, confidential, and up-to-date learner records for the purpose of effective and efficient client working
- To ensure all documentation is completed accurately and to a high standard and in accordance with guidelines set by the training contract and awarding body
- To maintain and update all manual and computerised training records, registers and consent forms

FUNCTIONAL SKILLS TUTOR PERSONAL SPECIFICATION

Skills and qualities	Essential	Desirable
Excellent communication skills and interpersonal skills	✓	
Excellent written skills	✓	
Excellent IT skills including Microsoft Office packages	✓	
Ability to work on own initiative and demonstrate the ability to organise own workload and set priorities	✓	
Ability to work accurately and to targets and deadlines	✓	
Excellent problem solving and organisational skills	✓	
Ability and willingness to work as part of a team and under instruction of the Managers	✓	
Ability to deal politely and effectively with learners, their families, other professionals and other members of staff	✓	
Flexible and adaptable	✓	
Self-motivated and able to motivate others	✓	
Be empathetic, compassionate, patient and non-judgemental	✓	
Qualifications and experience		
One or more relevant teaching qualifications e.g. PTLLS or equivalent upwards, assessor award, Cert Ed, PGCE, Literacy and numeracy subject specialism at level 3 upwards	✓	
Experience of teaching and assessing functional skills from entry level to level 2	✓	
Experience of teaching and assessing functional skills ICT		✓
Experience of working with looked after children/care leavers and an awareness of the additional barriers they face		✓
Experience of delivering training to those with EAL		✓
Experience of working with learners with learning difficulties and/or challenging behaviours	✓	
Understanding and knowledge		
A respectful attitude to differences and an understanding of equality and diversity	✓	
Knowledge and understanding of confidentiality and its importance in this type of work	✓	

Personal Attributes		
Commitment to promoting good practice and adhering to the company ethos	✓	
Passionate about working with young people	✓	
Well-presented and a positive role model	✓	
Positive, 'glass half full' attitude	✓	
Commitment to personal development through supervision, appraisal and training	✓	