

TUTOR JOB DESCRIPTION



POST TITLE:	Traineeship Tutor
ORGANISATION:	Functional Skills UK TA SwimUK
ORGANISATION DETAILS:	Functional Skills UK offers upbeat and very focused short courses, which aim at providing out learners with a friendly and positive teaching experiences. At Sussex Functional Skills Centre, we deliver Functional Skills Courses in Maths, English and ICT at various levels suitable to the candidate's needs. The acquisition of good English/Maths Skills and qualifications has never been more important. It can help secure employment, ensure advancement within a career and develop the abilities of an organisations employees, apprentices and volunteers.
LOCATION ADDRESS:	Various Locations – Office Unit 2, Gordon Mews, Gordon Close, Portslade, BN41 1HU
REPORT TO:	Luke Hardy/Charlie Dew
START DATE:	ASAP
CONTRACT TYPE:	Self employed
WAGE:	£24,000 PA
VACANCY FULL DESCRIPTION:	<p>Functional Skills Uk are looking for an individual to support our Trainees through their Traineeship Programme. This varied role will involve supporting the trainees to achieve a range of qualifications over a period of 6 months. You will be responsible for remote training via zoom, arranging work placements and providing general support to the trainees. Tutors will be required to work with groups as well as 1:1 and offer additional learning support if required.</p> <p>You will require an Enhanced DBS Disclosure for this role, which the company will pay for. A clean driving licence and access to own car is also essential.</p> <p>Key duties include:</p> <ul style="list-style-type: none">• Course planning and development/session preparation and teaching sessions• Assessing learner needs and levels and creating Individualised target setting and planning• Tracking and recording learner progress• Provision of feedback and guidance to learners• Exam preparation and assessing coursework• Meet prospective learners, discuss the programme and conduct enrolment sessions• Contact employers to arrange work placements for learners and undertake workplace visits to complete risk assessments.• At all times ensure that safe working practices are adopted in compliance with relevant health and safety procedures• Promote Good Behaviour, dealing with prompting with conflict and incidents in line with establishing policy and encouraging learners to take responsibility for their own behaviour• Any other reasonable request or duties commensurate to the post.

**DESIRABLE
QUALITIES/ SKILLS
REQUIRED:**

Qualification and Knowledge

- Qualified Teacher Status (QTS) or PGCE
- 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)
- Functional Skills English/ Maths at Level 2
- A1 Assessor or TAQA Qualification.
- Level 2 Certificate in Developing Enterprise Skills
- Level 2 Certificate in Creating a Business Start Up
- Level 2 Certificate in Climate Change and Environmental Awareness
- Level 2 Certificate in Digital Skills for Work
- Experience of teaching of up to 2 years
- Full UK Driving Licence

Skills and abilities

- Excellent communication skills (oral and written) and effective interpersonal skills
- Excellent ICT skills
- Excellent organisational and administrative skills
- Able to work accurately towards targets and deadlines
- Ability to communicate effectively with learners from a wide range of abilities
- Ability to work as a member of a team
- Reliable, punctual and responsible
- Committed to inclusion
- Patient and understanding

**Hours of work (days
and times):**

Flexible

Future prospects:

Full time position, depending on availability.

To enquire please send C.V and covering letter to:

traineeship@functionalskillsuk.com