

JOB DESCRIPTION

Job Title: Employability and Skills Tutor	Job Reference Code: STJDD4
Department: Operational Delivery	Reports to: Operations Manager
Location: Field based	Job Type: Full Time, Permanent

Overall Purpose of the Job:

To teach and assess ICT and Functional Skills (Maths and English) to young (16-18) and adult (19+) Apprenticeship learners and those currently seeking employment.

To provide guidance and support to vocational tutors with embedding Functional Skills into their curriculum.

To plan and deliver innovative teaching sessions to inspire and motivate learners.

Main Duties and Responsibilities:

- Teach and assess Functional Skills English / Maths / ICT to Apprentices and learners on employability programmes;
- Teach and assess vocational skills in areas such as Retail, Customer Service, Hospitality, Warehousing & Logistics, Business Administration etc;
- Devise a programme of learning (scheme of work) with appropriate teaching and learning strategies, resources and assessments;
- Maintain and enhance the quality of the learning experience for candidates;
- Maintain attendance registers and update as required;
- Support the development of shared teaching resources for Functional Skills;
- Support Curriculum Manager and vocational tutors within curriculum areas to embed Functional Skills in schemes of work and lesson plans;
- Contribute to the effective implementation of Quality Cycle and evaluate and develop own practice;
- Ensure the safety of staff and learners in accordance with Company's Health & Safety Policy;
- Positively promote equality of opportunity for staff and students;
- Represent the Company professionally and promote a positive image of the Company and all of the services it delivers at all times and ensure that all areas of personal activity comply with standards laid down by the Company, funding authorities and awarding bodies;
- Carry out all duties with due regard to Health and Safety Regulations;
- Carry out other duties as may reasonably be required from time to time;

- Participate in annual employee appraisal and objective setting activity, and meet with the Commercial Director to review personal progress on a quarterly basis;
- Attend staff training as required to maintain personal competency and keep up-to-date with current practice;
- Uphold all policies and procedures of Steadfast Training Ltd;

Key Relationships:

Internally, with Commercial Director, Operation Manager, Curriculum Manager, Training Advisors, Financial & H.R. Controller. Also with Compliance Manager, Assessors, Tutors and IAG Officer.

Externally, with employers, referral organisations (incl. DWP), FE and other learning providers and individual candidates.

Qualifications/ Knowledge, Skills/ Abilities and Experience required to carry out the Role:

Qualifications/ Knowledge

- Confident and experienced in lecturing the courses taught;
- Relevant teaching qualification (e.g. Cert Ed or appropriate Basic Skills Teaching Qualification - C&G, RSA, PTTL or TEFL);
- Significant relevant experience considered equally valuable;
- The successful applicant should be seasoned in the post-16 education sector.

Skills/ Abilities

- Excellent verbal and written communication and presentation skills;
- Ability to build strong relationships remotely;
- Time management and organisational skills;
- Strong personal organisational skills and willingness to be flexible and adapt to changing demands;
- Personal integrity and a proven team player.

Experience

- Minimum 3 years' experience in Further Education, Welfare to Work and the work-based learning sector;
- Successful applicants should be able to demonstrate a successful history in helping candidates to secure employment;

- Ideal applicants will also be qualified to deliver employability and vocational courses in one or more subjects, such as retail, customer service, business administration, warehousing, hospitality, adult care etc;
- The job holder will require an Enhanced Disclosure from the DBS (formerly known as CRB check).

Version : 2.1

Updated: 1st February 2018