



## **Maths Tutor**

**Reporting to:** The Operations Manager

**Type:** Permanent

**Work pattern:** 37.5 hours per week (our office hours are 8.30am to 5.00pm Monday – Friday)

### **Introduction:**

Skills Training UK is an innovative skills provider offering a joined-up approach to business and economic development and social inclusion; working with employers to develop skilled and productive employees whilst creating employment for people in the communities where we work.

### **Purpose of the Functional Skills Tutor role:**

In this role you will be responsible for the planning and delivery of Functional Skills Maths.

### **Job Tasks and Responsibilities:**

The main job tasks and responsibilities will include and cover the following areas:

- Delivery of the Functional Skills Maths content to Level 2 plus possible delivery of GCSE Maths resit depending on experience.
- Effective interpretation of a range of initial assessment and diagnostic tools.
- Devising Learner Journeys/Action Plans taking into consideration various learning styles and individual learner needs.
- Developing schemes of work and lesson plans as well as contributing to the on-going creation and development of new and innovative training materials/resources.
- Embedding Functional Skills throughout delivery and documenting it in lessons plans/SOWs.
- Achieving a minimum of Grade 2 in all internal and external inspections, monitoring visits and observations.
- Achieving a success rate of 95% for accredited qualifications.
- Attending curriculum working groups where necessary.
- Administrating and completing paperwork associated with programme within required timescales.

In addition to the above tasks and responsibilities, all Functional Skills Tutors will be accountable for:

- Contributing to the enrolment of new learners if required
- Attending curriculum working groups where necessary
- Administrating and completing paperwork associated with programme within required timescales
- Keeping up to date with any awarding organisation changes and requirements
- Participate in the staff review process to include identification of own training needs
- Evidence own CPD and achievement using the Breathe HR system



- Take appropriate responsibility to ensure the health and safety of self and others
- Advance and integrate equality and diversity throughout all activities
- Comply with Skills Training UK policies and procedures
- Ensure and protect the safeguarding of and welfare of children, young people and vulnerable adults and follow the appropriate processes in place where concerns arise

## Required Skills

### Background and experience:

- Have achieved a fully endorsed teaching qualification, PTTLs as a minimum, with relevant vocational qualification and/or experience.
- Have an IT qualification (Desirable).
- Hold the Assessor qualification (Desirable).
- Have an excellent understanding of how to effectively interpret a range of initial assessment and diagnostic tools.
- Have experience of delivering Functional Skills English and Maths.
- Have robust classroom management skills.
- Have good time management skills with the ability to meet deadlines.
- Have excellent communication skills, oral and written.
- Be able to maintain spreadsheet and MI system records.
- Be able to engage and develop professional relationships with Learners with potentially challenging barriers and from diverse backgrounds.
- Have strong organisational and administration skills.
- Be able to work competently with the minimum of supervision.
- Be able to maintain a high standard of attendance, timekeeping, conduct and professional appearance.
- Be flexible to adapt to programme changes as they occur.
- Be professional, ethical and persuasive
- Be committed to a high standard of customer care
- Have knowledge of the Ofsted inspection process

### Background and experience:

#### Essential:

- Level 2 (eg. GCSE or equivalent) qualification in Maths
- Minimum of 2 years of experience of working with Learners

#### Desirable:

- Relevant industry experience





## **Required skills and behaviours:**

- Robust classroom management skills
- Good time management skills with the ability to meet deadlines
- Excellent understanding of how to effectively interpret a range of initial assessment and diagnostic tools
- Excellent communication skills, oral and written
- High standard of customer care
- Good organisational and administration skills

## **Education and experience:**

### **Essential:**

- Achieved a fully endorsed teaching qualification such as a Cert Ed, PGCE, DTLLS or equivalent as a minimum qualification
- Subject specialist qualification
- Level 2 (e.g. GCSE or equivalent) qualification in Maths
- Minimum of 2 years of experience of working with Learners

### **Desirable**

- IT qualification
- Experience and knowledge of Ofsted inspections
- Relevant industry experience

### **The benefits of the role:**

- Generous holiday allowance
- Excellent pension scheme
- Expenses
- Life Assurance
- Access to an Employee Assistance Programme

### **Equality of Opportunity:**

Skills Training UK is fully committed to the principle and promotion of equal opportunities for all and opposes all forms of unlawful or unfair discrimination, direct or indirect. All employees are expected to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Skills Training UK wishes to ensure that it complies with the requirements of the Equality Act. If you are a disabled person, please ensure that we know what you need so that we can make reasonable adjustments to help you succeed.

### **Health & Safety:**

Skills Training UK is committed to the health, safety and welfare of its employees and customers. Health & Safety should form an integral part of normal working practices and all employees are expected to recognise their responsibilities under the Company's Health & Safety policy.



**Skills Training UK**

training in a different class

**Continuous Improvement:**

Skills Training UK is committed, and all employees are expected to work proactively to secure continuous quality improvement and achievement of the highest possible standards.

**Probationary Period:**

Appointment will be subject to a probationary period of six months in the first instance in the case of new staff to Skills Training UK.

**Disclosure and Barring Service (DBS) check:**

For positions involving working with children and/or vulnerable adults, the successful candidate will be subject to an enhanced Disclosure check through the confidential process administered by the Disclosure and Barring Service. A conviction may not exclude candidates but will be considered as part of the recruitment process.

