



Academies Enterprise Trust

Job Description

Job Title:	Functional Skills Tutor
Location:	Leeds, Sheffield, Middlesbrough
Hours of work:	Variable
Reports to:	Apprenticeship Manager

Purpose of the Role:

To deliver functional skills qualifications in English, Maths and ICT, through a virtual learning environment and one on one support, to apprentices completing a range of Frameworks or Standards. To be responsible for all stages of learner journey for functional skills.

Responsibilities:

1. Manage a caseload of learners completing Functional Skills aims in an effective and timely manner in line with targets set and KPIs.
2. Ensure the completion of functional skills assessments prior to the apprenticeship induction and use assessments to plan the delivery of functional skills in accordance with personalised learning needs and the requirements of the Apprenticeship Standard or Framework.
3. Develop and deliver high quality tutoring sessions through virtual learning platforms, to a minimum of 'good', in line with Ofsted grading guidance, and all related documentation eg lesson plans, SOW, resources etc
4. Review and feedback on progress with learners completing the necessary reports on an e-portfolio system.
5. Use the prescribed portfolio system in accordance with Academies Enterprise Trust procedures.
6. Liaise with Trainer Assessors to embed functional skills, plan the invigilation of exams and to provide input into Progress Reviews completed every 12 weeks
7. Manage and maintain learner information in accordance with the Education and Skills Funding Agency audit requirements.
8. Assist with the development of the provision to ensure programmes are up to date.
9. Ensure all Equal Opportunities policies and Health and Safety requirements are complied with and all candidates are given fair access to assessment.
10. To take responsibility for safeguarding and promoting the welfare of all students with whom you come into contact.
11. Attend and participate in standardisation meetings as required.
12. Participate in and support the annual self-assessment process.
13. Maintain annual record of CPD, minimum 30 hours (pro rata).
14. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Academies Enterprise Trust
Person Specification

Job Title: Functional Skills Tutor

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	Level 3 or above qualification in English, Maths and ICT Teaching qualification	Subject specialism in English, Maths or ICT Relevant job related training or qualification indicating level of competence
Knowledge/ Experience	Specific knowledge/ experience required for the role	Proven track record of meeting targets Experience of delivering functional skills through virtual learning environments	Experience of working in the training / education sector Experience of using Smart Assessor or a similar eportfolio system
Personal Characteristics	Behaviours	Excellent communication skills and the ability to relate to a wide range of people Ability to manage a constant workload with conflicting demands to achieve timely targets Ability to work effectively as part of a team Commitment to quality of service An ability to influence and motivate learners An enthusiastic approach within a target orientated environment Flexible attitude Commitment to high professional and personal standards of work and of conduct	N/A



Special Requirements		Successful candidate will be subject to an enhanced Disclosure and Barring Service Check Right to work in the UK Evidence of a commitment to promoting the welfare and safeguarding of children and young people Ability to travel as required	N/A
-----------------------------	--	---	-----