**Academies Enterprise Trust**

**Job Description**

**Job Title:** Functional Skills Tutor

**Location:** Midlands

**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.

**Academies Enterprise Trust**

**Person Specification**

**Job Title: Functional Skills Tutor**

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| **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 | Excellent knowledge of the reformed Functional Skills qualifications  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 |