



Job Description Functional Skills Tutor

Job title: Functional Skills Tutor

Location : Really NEET Barnsley (Manvers)

(Occasionally you may be required to visit our sites in South Yorkshire for training and development as needed)

Type of Employment: Full Time, Perm

Days of Work: Mon-Fri (9am-5pm)

Pay Level: £26,000 per annum

Roles and Responsibilities	
General responsibilities	
1	Uphold the company's EPIC ARC values and ethos at all times.
2	Work effectively as a key member of the Really NEET team to establish and maintain excellent relationships with colleagues, parents/carers, learners and other professionals.
3	Uphold the Safeguarding process in the company's Safeguarding and Child Protection Policy.
4	Deliver quality on-site youth work to help all our young people overcome multiple complex educational barriers.
5	Help create and maintain a safe environment for our young people, where they feel confident approaching any staff member if they have a worry or problem.
6	Carry out learner pick-ups and drop-offs when required, ensuring that the necessary business cover has been added to car insurance and that tax and MOT are in place and maintained
7	Record all relevant information on our systems (Safeguarding – CPOMS, learner information – HUBmis)
8	Meet the requirements of the Health & Safety at Work Act 1974
Role Specific Responsibilities	
1	Responsible for the planning and delivery of English and/or Maths Functional Skills lessons in line with the NCFE curriculum
2	To deliver and implement teaching and learning practices to raise student standards and progress
3	Delivering high quality lessons that include differentiation and extension tasks
4	Working with students from Pre-Entry to Level 2 and GCSE if required
5	Plan effectively to ensure pupils have the opportunity to meet their potential, taking account of the needs of pupils who are underachieving, those that are able and those that are excelling in English, and to meet the needs of pupils with Special Educational Needs and in collaboration with the SENCO to prepare, implement, monitor and review Individual Educational Packages.
6	To plan and provide one to one support and sessions with students when required

7	Responsible for comprehensive marking and written and verbal feedback for students
8	To assess students' work, progress and attainment and to provide quality assurance
9	To develop high quality teaching materials and schemes of learning that keep students engaged
10	Working in conjunction with the Outstanding and Good criteria for OFSTED
11	To organise the workshop and classroom, its resources, student groupings and displays in order to provide a stimulating learning environment
12	To manage support staff effectively, involving them where appropriate with the planning and management of pupil's learning
13	To complete all associated organisation/administrative work, preparation and marking including exam entries
14	To keep and maintain student and class records for attendance and tracking of progress towards qualifications
15	To place, prepare, develop and evaluate courses and course materials, and where appropriate, supervise course provision
16	To assist with all administration, to include assessment, referrals, transition in and out, and on course requirements
17	To attend meetings as scheduled
18	To participate in Really NEET engagement activities
19	To participate and undertake Staff Performance Management (including observations and work scrutiny) and in service training (CPD)
20	To provide pick-ups and drop-offs of students and ensure the necessary business cover has been added to car insurance and ensuring tax and MOT are in place and maintained
21	To keep up-to-date on relevant SEND strategies relevant to current cohort of students
22	To provide input for educational reports and SEN paperwork as and when requested by SENCO

The post holder may be required from time to time to undertake other duties within the organisation as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of salary.

The priorities for each year will be reviewed against this job description annually through performance management meetings and appraisals

Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service).