

JOB DESCRIPTION

TITLE	English – Tutor
LOCATION	Peripatetic Post
RESPONSIBLE TO	North West Centres Co-ordinator & National Maths & English Lead

OVERALL PURPOSE OF THE JOB

Teach learners across a range of programmes including functional skills and GCSE English. To deliver and assess functional skills and GCSE's in a stimulating, innovative and challenging manner. Work within a classroom, contextualising functional skills/GCSE;s within a vocational setting. Review and set targets for individuals to enable progression and improvements for functional skills and GCSE's. This role may be peripatetic to suit the needs of the individual. In conjunction with Managers identify and implement systems to ensure continuous quality improvements as defined by the Ofsted Inspectorate as good to outstanding provision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Deliver functional skills and GCSE in line with individual needs
- Develop and adapt resources to suit individual learner requirements
- Set assignments to progress the individual, monitoring, and reviewing these targets against their agreed learning plan
- Prepare lesson plans, schemes of work, developing the curriculum offer, working with small groups
- Use interactive resources and innovation to engage, stimulate, motivate and challenge individuals to meet their agreed English targets
- Monitor attendance of learners on the provision liaising with other personnel where applicable
- Maintain documentation systems relevant to the progress of the individual ensuring reviews and learning plan accurately reflect learner targets, reviews and progression
- Maintain up-to-date knowledge of skill areas in terms of legislation, regulations and standards to ensure training delivery is current, relevant and valid
- Develop the curriculum to meet learner needs, encouraging active participation and ensuring appropriate methods and resources are used within teaching sessions
- Where appropriate submit the learner's evidence to the Internal Verifier for formative and summative internal verification, as directed
- Undertake internal verification action points and re-submit to specified deadlines

- Attend and contribute to monthly team, curriculum and standardisation meetings
- Provide support and take appropriate action to ensure learner retention and achievement
- Maintain confidentiality at all times and ensure that company information is not disclosed to third parties
- Actively promote the organisation's equality and diversity policy (single equality scheme) and observe the standard conduct which prevents discrimination taking place
- Ensure full compliance with health and safety legislation and the organisation's health & safety policy and procedures ensuring a safe environment for learners internally and with employers
- Ensure full compliance with the organisation's safeguarding of learners policy, practices and procedures. To include compliance with an enhanced DBS registration and legal requirements under DBS legislation
- Be responsible for own self-development on a continuous basis, including undertaking and participating in staff development and training as appropriate
- Comply with and follow Morthyng's policies and procedures in force and with terms and conditions of employment within the signed contract of employment
- Undertake ad hoc duties as may be required by senior management commensurate with the grade of the position held

PERSON SPECIFICATION

English Tutor	Method and Stage of Assessment	Weighting
	Short listing	S Low 1
	Application Form	AF Medium 2
	Interview	I High 3
	Certificates	C
	Reference	R
SKILLS AND ABILITIES		
Essential		
Ability to deliver functional skills – English	S; I; AF; R	2
Computer literate	S; I; AF; R	2
Organisational and planning skills	S; I; AF; R	3
Ability to assess functional skills qualification	S; I; AF; R	2
Desirable		
Ability to deliver GCSE	S; I; AF	1
Ability to use new technologies to support enhanced teaching and learning	S; I; AF	2
EXPERIENCE AND KNOWLEDGE		
Desirable		
Experience of delivering Functional Skills or GCSE's	S; I; AF; R	2
Strong command of subject matter English	S; I; AF	3
Experience of e-learning to engage learners	S; I; AF	2
QUALIFICATION SPECIFICATION		
Essential		
Mathematics/English at Level 2 or above	S; I; AF; C	1
Demonstrable and proven track record of professional development	S; I; AF; C	2
Desirable		
CertEd, PGCE or teaching qualification	S; I; AF; C	1
Degree	S; I; AF	1

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PERSONAL ATTRIBUTES		
Essential		
Student centred in approach to teaching and learning	S; I; AF	3
Creativity, enthusiasm and interest in the subject	S; I; AF; R	3
Interested in current developments in functional skills and GCSE	S; I; AF	2
Flexibility, adaptability and a willingness to embrace change	S; I; AF; R	3
Keen to develop independent learning and e-learning opportunities for learners	S; I; AF	2
Able to work as part of a team	S; I; AF; R	3
Prepared to work under own initiative and to deadlines	S; I; AF; R	3
High level of written and oral communication skills	S; I; AF; R	3
Conscientious, honest and reliable	I; R	3
Desirable		
Cheerful disposition	I; R	3
Driving licence	S; I; AF	1

NB

If the applicant is short listed, any relevant issues arising from references will be addressed at interview. If, at the time of the interview, references are not available, due to late receipt or not obtained in accordance with the applicant's request, any issues relating to references will be raised with the applicant at a later date as appropriate; but prior to appointment.

Original certificates must be available for verification at the interview stage.