


Title Tutor (Maths and English)	Department Inspire Learning	Post Ref.	
Job Purpose To provide training for young people in English and maths, through both GCSE and Functional Skills qualifications. The job description is generic to all Tutors. However, there are operational activities within the organisation which require individual Tutors to be occupationally qualified or specifically trained for the organisation to be able to continually adapt to the ever changing needs of the training environment, governed by contractual requirements from the funding organisation.			
Key Responsibilities <ol style="list-style-type: none">1. The induction and initial assessment of young people and/or adults leading to the design of their individual training programme2. Design, develop, deliver and assess courses across Functional Skills and GCSE qualifications3. To be responsible for the training, reviewing, assessment and recording of achievement in line with the training programme4. Provide learners with appropriate information, advice, guidance, counselling and support to enable further successful progression5. Administrative work associated with all the organisation’s operations6. Meet attendance, achievement and success rate targets7. Liaise with tutors to report on the progress and development of learners8. To participate in continuous personal development as determined by the organisation9. To ensure that all safeguarding policies and procedures are adhered to and organisational guidelines are followed, including the Prevent Strategy		Key Accountabilities <ol style="list-style-type: none">1. To organise and ensure the delivery of the agreed learning programmes to a high standard, to all learners including schemes of work and session plans2. To have a commitment to Inspire’s Equality, Diversity and Inclusion Strategy3. To be involved in producing an annual Self Assessment Report (SAR) and work positively towards the Quality Improvement Plan (QIP)4. Involvement in the development of the organisation’s systems and procedures and quality assurance5. Keeping up to date with new legislation, procedures and techniques and carrying out research where appropriate of different funding opportunities and national initiatives.	
The post holder will perform any duty or task that is appropriate for the role described			

Person Specification	
Education and Knowledge <ol style="list-style-type: none"> 1. Hold or be willing to work towards a level 5 teaching qualification 2. GCSE A – C or equivalent in maths and English 3. Assessor qualification (desirable) 4. Understanding of government funded training programmes 5. Understanding of safeguarding policies and procedures, including the Prevent Strategy 6. Understanding of the new Common Inspection Framework 7. Awareness of Health and Safety issues and legislation 8. Understanding of Equal Opportunities policies and procedures. 	Personal Skills and General Competencies <ol style="list-style-type: none"> 1. Deliver consistently good or better lessons in line with the Common Inspection Framework 2. Set an excellent example of customer service for all stakeholders 3. Work effectively within a team to plan programme delivery and solve day to day problems 4. Continually work to drive efficiency and quality in an educational environment 5. Set challenging targets for themselves and their peers to increase performance 6. Ability to work on own initiative, organising and prioritising your own work 7. Ability to embed maths, English and ICT up to level 2 into the curriculum 8. Be able to communicate effectively with a wide range of people.
Experience <ol style="list-style-type: none"> 1. Experience of working with vulnerable young people aged 16 – 24 and/or adults with learning difficulties and disabilities 2. Experience of delivering and assessing accredited qualifications to a high standard 3. Experience of and ability to plan, write, deliver and evaluate training sessions. 4. Ability to effectively review, monitor and offer guidance and support to young people and adults. 	
Role Dimensions To provide young people and/or adults with appropriate training and teaching, leading to them achieving learning goals and appropriate accredited/non-accredited qualifications, that support progression to Further Education or employment. No direct responsibility of staff.	