

Groundwork in
Greater Manchester

RECRUITMENT

18/12/2019



Role: Functional Skills Tutor

Location: Greater Manchester Area

Hours of work (per week): 36 hours 40 minutes

Contract type: Permanent

Salary: £19,387 to £23,545 per annum

Salaries are based on skills, qualifications and experience. All salaries are subject to job evaluation.

Method of application: Groundwork application form

Application pack available: To download from:
<http://www.groundwork.org.uk/jobs>

Please mark applications 'Private and Confidential' and return to:

HR Manager
Groundwork
The Environment Centre
Shaw Road
Oldham
OL1 4AW

or by email **as an attachment** quoting the name of the job in the subject line to:

gwor.jobs@groundwork.org.uk

Please DO NOT use file sharing websites.

Closing date: Monday 20th January 2020 – 5pm

Interview date: Week commencing Monday 20th January 2020

Groundwork welcomes applications from individuals from all areas of the community. We offer a guaranteed interview for applicants with a disability who meet the minimum criteria for the role.

NOTES TO APPLICANTS

- Applications received after the closing date AND time will not be considered.
- Electronic applications returned to an email address other than that stated above will not be considered.
- CV's will not be accepted. No agencies please.
- We suggest you add a 'read receipt' to your email to know it has been delivered safely. If you have not heard from us within one month of the closing date, you may assume your application has been unsuccessful.

- Depending on the level of response received it is possible we may not be able to give feedback to unsuccessful applicants at this stage.

**Groundwork in
Greater Manchester**

**SAFEGUARDING
STATEMENT**



Groundwork is committed to safeguarding the well-being of all children, young people and vulnerable adults.

The Trust will follow a rigorous recruitment and selection process and will conduct thorough background checks on all employees, including conducting a Disclosure and Barring Service check for eligible positions and requiring two references from most recent employers.

Groundwork is committed to working alongside the Local Safeguarding Children Board to ensure practices are in place to protect children, young people and vulnerable adults from abuse, neglect or significant harm. Bespoke training packages will be put in place for all employees and volunteers working with or for the trust. Groundwork recognises that it has a responsibility to protect staff from unfounded allegations of abuse.

All employees and volunteers with Groundwork will be expected to work to clear operational policies for safeguarding children, young people and vulnerable adults.

Groundwork in Greater Manchester Job Description



Job Title	Functional Skills Tutor
Location	Greater Manchester area – based in Oldham
Reporting to	Youth Programme Manager

JOB PURPOSE

Groundwork is delivering a range of learning programmes to unemployed individuals aged 16 and over, in order to provide them with new skills, qualifications and improve their chances of sustainable employment. Our funding is from subcontracts with colleges / training providers as well as a direct Adult Education Budget contract with the Education and Skills Funding Agency.

The Functional Skills Tutor will assess, tutor and support learners to progress, develop and achieve the appropriate level in functional skills mathematics and English. A key part of the role is working with the delivery teams to embed functional skills into the day to day support of learners.

KEY RESPONSIBILITIES

1. Create lesson plans and schemes of work to deliver timetabled rolling provision.
2. Conduct initial and diagnostic assessments which inform the skills needs analysis and Individual Learning Plan for learners.
3. Deliver Functional Skills Mathematics and English sessions which are relevant to the learner needs.
4. Complete course documentation in a high quality, compliant and timely manner.
5. Mark students' work promptly and accurately.
6. Provide regular feedback to learners and to give group and individual tutorial support to enable them to achieve maximum benefit from their programme.
7. Work closely with other members of Groundwork to share the needs and aspirations of learners.
8. Develop learner centred teaching and training strategies which contribute to the retention, progression and achievement of learners.
9. Deliver the service with high levels of learner satisfaction and to Groundwork's quality standards.
10. Follow rigorously all processes relating to qualifications and examinations including registration and submissions to external validating bodies.
11. Be an active member of the Cross Trust skills delivery teams, contributing to the development of integrated learning programmes.
12. Maintain the confidentiality of information about customers, staff and other Trust business.
13. Establish and strengthen partnerships with relevant agencies.
14. Represent the Trust at internal and external meetings, as agreed by the line manager

GENERAL REQUIREMENTS

- Adhere to all Trust policies and procedures undertaking responsibilities outlined in the policies at a level appropriate to the role.
- Comply with and help develop Groundwork's Safeguarding procedures. Groundwork is committed to safeguarding the well-being of all children, young people and vulnerable adults.

- Ensure activities are carried out in compliance with all statutory Health & Safety requirements, the Trust's Health & Safety policy and that of our key stakeholders.

This is not to be viewed as an exhaustive list of duties, rather, the key elements of the expected workload of the Functional Skills Tutor.

JD & PS created/updated: 18/12/19



Person Specification

Functional Skills Tutor



	Essential	Desirable
Education / Training	<ul style="list-style-type: none"> ▪ Appropriate professional qualification such as a PGCE or Certificate in Education. ▪ Appropriate qualification in Mathematics and English 	<ul style="list-style-type: none"> ▪ Evidence of continued professional development.
Experience / Knowledge	<ul style="list-style-type: none"> ▪ Recent experience of the delivery of Functional Skills Mathematics and English. ▪ Experience of providing guidance and support to learners in their development of skills, confidence and knowledge. ▪ Experience of planning schemes of work, Individual Learning Plans and of developing and using engaging and interactive teaching/course materials. ▪ Proven track record of excellent achievement and retention rates. 	<ul style="list-style-type: none"> ▪ Understanding of the social and physical barriers to employment and education. ▪ Understanding of OFSTED and the requirements of inspections. ▪ Experience of working with SEND learners.
Skills and Attributes	<ul style="list-style-type: none"> ▪ An ability to communicate effectively with people of different ages, abilities, faiths and backgrounds. ▪ Ability to teach well, with evidence of differentiation, inclusion and awareness of learning styles. ▪ Literacy skills at the appropriate level. ▪ An ability to monitor and evaluate own work ▪ Confident. ▪ Innovative and creative. ▪ Excellent organisational skills with the ability to work under pressure. ▪ Administrative skills. ▪ The ability to work with strict confidential client regulations. ▪ Ability to work with groups of clients at initial induction stage. ▪ An ability to work as an effective part of a team to ensure that contract targets & key performance indicators are met. 	
Values and Attitudes	<ul style="list-style-type: none"> ▪ Commitment to the aim, core values, vision and objectives of Groundwork. ▪ Commitment to partnership working. ▪ High degree of personal motivation and the determination to succeed. ▪ Flexible, hardworking with excellent timekeeping. ▪ Honest, reliable and enthusiastic. ▪ Commitment to Equal Opportunities, diversity and staff development ▪ Commitment to the well-being and safeguarding of children, young people and vulnerable adults. 	
Other	<ul style="list-style-type: none"> ▪ Full UK Driving Licence and use of own car (essential). ▪ Willingness to participate in training where relevant. ▪ Attendance at team, section and other Trust meetings as required. ▪ This role is subject to a Disclosure and Barring Service check made under the Exceptions Order to the Rehabilitation of Offenders Act 1974. 	