

## JOB PROFILE

<b>Job Title</b>	Foundation Learning Tutor – English/Maths/ESOL/IT <b>Fixed Term Contract</b>
<b>Department</b>	Training and Employment
<b>Accountable to</b>	Head of Curriculum and Quality Compliance
<b>Location</b>	Various locations: Lambeth (May also be required to work from other MISDC offices around London)  Flexibility to deliver remotely with guidelines
<b>Role Requirements</b>	See attached Job Description
<b>Skills</b>	See attached Person Specification
<b>Salary</b>	Depending on experience and qualifications £27,000– £29,000
<b>Hours of Work</b>	9.00am-5.00pm but flexibility is required
<b>Terms and conditions</b>	The successful applicant will require DBS checks

### EXPECTATIONS FOR ALL STAFF

**Responsive & Adaptive**

Responsive to change, creating new opportunities for meeting new challenges

**Creative, imaginative, and entrepreneurial**

Innovators and commercially aware

**Collaborative**

Promote 'team-ship' through collaboration and taking pride in their work and the Organisation

**Passionate professionals**

Role models committed to continually improving themselves and ultimately the experience and success of our learners

**Accountable**

Understand the impact of (and take responsibility for) their actions upon Organisation stakeholders

## JOB DESCRIPTION

**Department**

Training and Employment

**Reports to**

Head of Curriculum and Quality

### Overall Purpose of the Job

The successful candidate will be expected to plan and deliver ESOL Maths /English and/or Functional Skills, as appropriate, and carry out the tasks detailed, efficiently and effectively, within the curriculum/programme delivery areas, under the direction of the Head of Curriculum

It is essential that the officer/s possesses excellent interpersonal skills, is technically adept, has high standards, an experienced organiser, has a good understanding of post-16 curriculum and has the ability to adapt quickly to new environments and technologies.

### Main Duties and Responsibilities

#### **1. All staff employed as Tutors within the Organisation will be required to carry out duties within the following Key Areas of Teaching.**

- Deliver appropriate Initial and Diagnostic Assessments to individuals and groups, providing guidance to tutors and learners regarding the analysis of the assessment outcomes.
- Planning and preparing teaching and learning programmes for groups and individuals.
- Promote a stimulating learning environment and use a range of teaching and learning strategies and materials, including the use of ILT resources, to encourage development of learners' skills and understanding
- Track, monitor and report on learner progress, and liaise with Curriculum Lead tutor, Personal Development Coach, Programme Coordinator, Head of Curriculum, subject tutors and others as appropriate.
- To provide feedback and support to learners against their performance and progress including ongoing development of IAG offer to learners
- Help learners develop positive attitudes towards learning and study support in developing independent learning skills
- Participate in Standards Moderation of work and all assessment and marking relevant to the programme of study.
- To prepare for EQA visits
- Managing the learning process, including appropriate administrative functions relevant to the curriculum area.
- Providing learners with support, to the degree required by the curriculum area and in agreement with the Curriculum Lead.
- Complete relevant tracking, reporting, registration documentation as required by the organisation, awarding bodies and other external agencies.
- Liaise with key staff as necessary, e.g. Admin Manager, Department Lead and Data Support Team and other relevant curriculum staff
- Reflecting upon and evaluating one's own performance and planning future practice.
- Measure effectiveness against a diverse range of quality indicators.

## Key Performance Indicator

- Grade 2 Quality of Teaching and Learning
- 97% Learner's achieving qualifications
- 98% Learner satisfaction and retention
- 95% Learner Progression into positive outcome
- 90% Employer satisfaction

**Tutors may act as personal tutors, course tutors, internal verifiers, mark substantial amounts of written work, co-ordinate course tutors lead on Curriculum Development initiatives and be involved in duties connected to programmes for which they have responsibility such as marketing, selection and recruitment of learners. They may also support the Head of Curriculum and Curriculum Lead in interviewing, selection and appraisal of staff.**

**Tutors are not expected to necessarily undertake all these duties simultaneously. Tutors in this band would be expected to perform duties reflecting the needs of their specific curriculum areas, which will differ in nature according to the requirements of the learner, the GLA/ESFA/LA and Ofsted, the organisation and the prevailing internal dynamic.**

### **2: In addition, Tutors are required to have knowledge and a critical understanding of the following:**

- The place of training provider within the wider context.
- The aims, objectives and policies of the organisation in which the tutor works.
- Professional knowledge in their own subject area and models of curriculum development assessment.
- Learning theory, teaching approaches, assessment and methodologies.
- The social, cultural and economic diversity of individual learners and the implications of this for learning and teaching.
- Current national and regional initiatives and how they are interpreted within the strategic plan of the organisation.
- Current developments within their own specialist vocational or academic area of expertise and ways of keeping up to date with such development
- The concept of inclusive learning, including cultural awareness and diversity.
- Learners' entitlements and issues related to the autonomy of the learner.
- The broad range of learning needs including the needs of those with learning difficulties and/or disabilities, and the facilities and arrangements that are available to help meet these needs.
- The characteristics of effective learning.
- How to measure effectiveness against a diverse range of quality indicators.
- What constitutes best professional practice and the characteristics of effective learning.
- Ways of analysing and using key information to inform teaching and learning.
- Effects of change on the TP sector and tutors' own practice.
- Information technology and how it can be used to extend and enhance learning.
- Ways of ensuring the currency and effectiveness of technical and educational competence and sources of professional development.
- Effective awareness of raising attendance, retention and achievement.

### **3. Misc**

This job description is written at a specific time and is subject to change as the demands of the business and the role develop. The role requires flexibility and adaptability and the employees of the company need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

## Work Environment

The postholder will be provided with all the necessary equipment to undertake the role which includes a permanent desk. At times, the postholder may be required to work with partner organisations, and therefore be required to work off site, and at times work outside core hours. As requested, due to Covid -19 recommendations you maybe requested to work remotely /at home and or blended classroom with social distancing.

### GENERAL RESPONSIBILITIES:

- Contribute to the attainment of the Organisation Vision and Values.
- Comply with all organisation policies, practices and procedures.
- Take responsibility for safeguarding and promoting the welfare of young, vulnerable people.
- Take responsibility for own personal development and to participate in Continued Personal Development (CPD) and the organisation appraisal scheme.
- Manage own workload and priorities
- Receive and participate in supervision and training as deemed necessary and in line with MISDC policies.
- Undertake such duties as may reasonably be considered commensurate with his/her grade and general level of responsibility at his/her initial or present place of work, or any other establishment for which the organisation provides services.

### NOTE:

The job description sets out duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

MI ComputSolutions T/A MI Skills Development Centre is committed to safeguarding and promotin the welfare of young and vulnerable people and expects all staff and volunteers to share this commitment.

In accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992, you have a duty to take reasonable care to avoid injury to yourself and to others by your work activities, and you are required to co-operate with the organisation in meeting statutory obligations.

As an employee of the MI Skills Development Centre, you are obliged to attend and participate in the Organisation's first aid, Safeguarding, Equal Opportunities, fire and other health and safety training. All accidents sustained at work must be reported using the established procedure for this purpose.

You are responsible for familiarising yourself with and participating in training courses appropriate to your role as directed by your manager, including First Aid, Safeguarding, Health and Safety and Fire Training.

To be completed by successful applicant on appointment.

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

(Line Manager)

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

(Current Post holder)

### Notes

1. *In addition to the above, you will be required to carry out any other duties required to ensure the implementation of the programmes and projects or other areas of work for which the Company is responsible.*
2. *This list is not to be regarded as exclusive or exhaustive. Any additions or alterations will be put in writing by the Managing Director/CEO.*

## PERSON SPECIFICATION

<b>Job Title</b>	Foundation Learning Tutor – English/Maths/ESOL/IT
<b>Department</b>	Training and Employment
<b>Salary</b>	Depending on experience & qualifications

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	<p>Relevant degree / Subject Specific Maths/English/ESOL Teaching Qualification</p> <p>Certificate in Education (or equivalent), or willingness to work towards</p> <p>Good all-round level of education to include Maths and English to GCSE (Grade A – C)</p> <p>Hold or be willing to work towards IAG Level 3 Certificate</p>	<p>Good all-round education to include relevant qualifications at level 3</p>
<b>Experience and knowledge</b>	<p>Demonstrable knowledge of Equality and Diversity</p> <p>Proven experience and positive track record in the field of GCSE / Functional Skills in Adult Learning Sector</p> <p>Operating within an Awarding Body quality system</p>	<p>IV experience</p> <p>Understanding of Child and Vulnerable Adult protection (Safeguarding Agenda) and the willingness to increase knowledge</p>
<b>Skills and Abilities</b>	<p>Ability to teach across a range of ages from 16+ (including adult/evening classes)</p> <p>Teach remotely using a range of virtual classroom technology and ability to deliver Blended classroom</p> <p>Good interpersonal skills and a flexible approach to working</p> <p>Good communication skills</p> <p>Self-starter, well-motivated and enthusiastic</p>	
<b>Other</b>	<p>Focused on achieving outstanding retention and success rates</p> <p>Demonstrable commitment to MI Skills Development Centre's vision and values</p> <p>Commitment to continuous CPD and skills development</p>	