

Job Title: Programme Tutor Assessor (Functional Skills)

Job Purpose: Engage learners to learning programmes, delivering high quality teaching, learning, assessment and support to enable high levels of learner achievement, completion and progression.

Reports to: Head of Centre

Key responsibilities:

- Design, plan and deliver functional skills English and Maths to learners through individual and group arrangements, using face to face contact in classroom/workshop/workplace settings as well as online methods;
- Support the development and production of teaching and learning materials and resources in both manual and electronic formats;
- Support the further development of the functional skill curriculum
- Ensure learning programmes meet the requirements of awarding bodies and funding bodies and that quality and performance targets are achieved;
- Develop professional working relationships with employers, learners and other key stakeholders;
- Assess learners to ensure they are increasing their skill levels and receive a high-quality learning experience;
- Monitor learner attendance, achievement, progression and satisfaction;
- Support all internal and external learning and programme evaluation, moderation and verification, including learner and employer feedback and preparation for internal and external audit, review and Ofsted Inspection;
- Actively participate in all quality improvement processes, including observations of teaching, learning and assessment and the review, production, organisation and implementation of documentation related to learning programmes;
- Maintain learner records to ensure they meet internal quality standards and the requirements of awarding bodies and funding bodies;
- Produce accurate and timely reports for all programmes;
- Operate information technology effectively, including *Microsoft Office*;
- Ensure that all correspondence from the organisation is of the required standard and tone.

These duties and responsibilities form the main part of this Job Description, however, the employer reserves the right to vary and/or change some or all the above to meet the needs of the organisation.

The post holder will:

- Follow all organisational policies and procedures (including Equality & Diversity, Health & Safety and Safeguarding), adopting a personal responsibility to ensure their own health and safety and that of their colleague's and learners;
- Correctly complete all required documentation, in line with organisational requirements to meet internal and external audit and quality assurance requirements;
- Be committed to their own personal development including, where appropriate, undertaking the required CPD to maintain occupational competence and professional status;

Key Objectives:

- Deliver learning programmes and provision to ensure contract and funding opportunities are maximised;
- Maintain high quality standards across all learning programmes, ensuring success rates remain high and observations of teaching, learning and assessment are at least good;
- Achieve targets in relation to learner attendance, retention, achievement and progression across all learning programmes;

Person Profile:

Qualifications

The job holder must be occupationally competent, having achieved the relevant qualifications in the sector in which they deliver. They must have also achieved or be willing to achieve, DTLLS/CertEd or the Level 5 Diploma in Education.

Experience

- Experience of delivering English and Maths taught sessions to either individual or group learners.
- Experience of completing thorough initial assessments.
- Experience of planning a Functional Skill curriculum tailored to the individual learners needs including setting SMART targets
- Experience of building relationships with employers and other external stakeholders to provide the best possible learning experience for our learners;

Skills

- Excellent oral and written communication skills, to produce internal and external reports;
- Excellent literacy and numeracy skills;
- Knowledge of information technology, including *Microsoft Office*;
- Ability to prioritise workload, meet deadlines, take responsibility, use initiative and be proactive, incorporating flexibility when required.