

# Job Description

<b>Job Title:</b>	<b>STUDY PROGRAMME FUNCTIONAL SKILLS TUTOR</b>
<b>Please note:</b>	Where Staff work at dual sites, both sites will be regarded as your normal places of work and the company will not contribute towards travel costs from your home to either of these sites
<b>Responsible To:</b>	Centre Manager

## Mission

Offer young people an overall learning experience that prepares them for the ability to function in adult and working life.

Nova training shares a commitment to educate, safeguard and promote the welfare of children young people and vulnerable adults and expects all its staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of learning and achievement, safeguarding, providing equal opportunities for all and valuing diversity amongst our workforce.

## Job Purpose

- To carry out all duties in accordance with the Common Inspection Framework (09/2012) requirements, the LLUK Overarching Professional Standards for Teachers, Tutors and Trainers in the Lifelong learning Sector (2010) and the National Occupational Standards for Learning Delivery (2010)
- To work towards and achieve targets set by NOVA and the EFA relating to all aspects of the Foundation Learning and Study Programme frameworks, by delivering Functional Skills in the subject areas of Maths and English, with ICT embedded in all sessions. Contextualisation to employability, PSD and vocational subject areas is required.

## Main Duties & Responsibilities (General)

- Achieve company KPI's and Individual Performance Plan.
- Plan individual learning to meet learner needs and ensure lesson plans are prepared prior to learners attending and are linked to overarching Schemes of Work.
- Ensure that Nova's policy on Safeguarding and Every Child Matters is implemented and strictly adhered to at all times, creating a stimulating and safe learning environment.
- Create conditions in the training centre(s) which will help to develop the abilities, skill and confidence of each learner.
- Empathise with, engage and motivate learners across all programmes.
- Ensure that all aspects of HASAWA are understood, maintained and extended to learners, staff and visitors
- Ensure that NOVA's policy on Equality and Diversity is implemented at all times.
- Ensure that discipline is maintained at all times and that learners are supervised appropriately.



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*MISSION STATEMENT: To create and sustain an environment where staff can deliver an innovative, challenging, quality, exciting and inspiring learning experience that meets the needs of learners, non-learners and employers in the local community.*



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- Managing learner behaviour in the classroom and on company premises, applying appropriate and effective measures in cases of misbehaviour
- Undertaking pastoral duties and supporting learners on an individual basis through academic or personal difficulties
- Support the implementation and development of the Functional Skills (FS) Strategy.
- Plan embedded learning for groups and individuals. .
- Ensure that learners have access to appropriate contextualised employment and personal skills sessions.
- Work collaboratively with peers using verbal and written reports to ensure accurate and timely progress reviews, to meet the requirements of awarding and funding bodies.
- Regularly assess learners work to awarding body and Ofsted CIF criteria.
- Planning, preparation and delivery of FS contextualised sessions alongside all other qualifications
- Embed and deliver FS following the Study Programme ethos, ensuring learners develop an awareness of employability skills, vocational opportunities and PSD issues whilst acquiring key Functional Skills.
- Develop and assess FS to the appropriate levels to support the learners' ability to work confidently, effectively and independently in life and work.
- Ensure that learners are involved in the decision making process, either as individuals or in groups through learner voice forums, surveys, attendance at Standardisation and Curriculum Review sessions etc.
- Teamwork is a vital aspect of the success of NOVA as an organisation and all members of staff will be expected to take an active part in team meetings, curriculum development, standardisation across all programmes.
- Develop delivery in order to maximise progression opportunities for learners.
- Managing resources and ensuring the security of equipment and materials.
- Keep learner records accurate and up to date following compliance with funding body and Ofsted requirements.
- Provide cover for absent staff when and where required as directed by your Centre Manager.
- To contribute to the 'Self Assessment Process' by working within the guidelines of the Common Inspection Framework
- If necessary, Tutors will be required to transport learners to and from the Training Centre accompanied by another tutor at all times.
- Staff should conduct themselves in a professional manner at all times and must abide by all Nova policies as referred to in the employee handbook and communication strategy.
- There is a mandatory requirement for all staff to attend 2 'away days' with Nova per year.



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## Training and Personal Development

- An enhanced DBS check is a mandatory requirement for this post.
- All staff should be appropriately qualified in their main delivery area(s).
- NOVA has a training strategy and all staff are expected to participate in training where appropriate.
- Support and review sessions will be used to identify any training opportunities/needs and plan future training.
- All teaching staff to evidence English, Maths and ICT at minimum L2, with at least one of either Maths or English to be held at Level 3 or above and working towards L3 for your second subject (Maths or English).
- To be responsible for the maintenance of your own CPD and to keep a reflective log of any CPD activities you undertake with times, dates, location and deliverer.

## Personal Specification

Job Title: **FUNCTIONAL SKILLS TUTOR**

Attributes	Essential	Desirable
Experience	Relevant Functional Skills or Maths and English experience as appropriate for area of delivery.  A minimum of 2 years Teaching experience in 14-19 provision	Experience of delivering training or supporting young people (14-19), who have LDDs including attitude and/or behaviour problems.
Qualifications & Training	Full Teaching Qualification i.e. Cert Ed, C&G 7407, CTLLS, DTLLS  Level 3 English and/or Maths with at least Level 2* in the second subject area. (*CPD to L3 in second subject will be required).  ICT L2	Level 5 English or Level 5 Maths Specialism.  IAG qualification.  TAQA Award in Assessing or Verifying  Current First Aid Certificate  Full, clean UK Driving License
Personal Attributes	Communicate to a range of audiences (verbal, written, using ICT or other media as appropriate). To be able to work to tight deadlines and under pressure.	Organisational experience in a previous job role.  Have led projects involving young people



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	<p>To be well organised and able to set own targets and goals within the wider curriculum delivery framework to ensure your learners achieve and progress in a timely manner</p> <p>To have developed effective class management skills and be able to deal effectively with challenging behaviour and other incidents that might arise from time to time. Encourage learners to develop self-esteem and respect for others. Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.</p> <p>To work flexibly and to have a creative approach to meeting targets.</p> <p>To build successful relationships with other staff, students and third parties. Be able to encourage and motivate your learning cohort to attain high levels of achievement.</p>	<p>Have volunteering experience in supervising (or have worked with) young people undertaking awards such as the Duke of Edinburgh Bronze/Silver/Gold Awards.</p> <p>Be involved in sport and organised recreational activities in a supervisory role such as a Coach, Umpire or Judge</p>
<p>Job Circumstances (Eg Mobility/Late/Early/Working)</p>	<p>Our Programmes operate on a roll- on, roll-off basis and teaching staff must be able to respond to any unforeseen changes at short notice.</p>	

Education is an ever-changing service and all staff are expected to participate constructively in NOVA's activities and to adopt a flexible approach to their work.

This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of NOVA.

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



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justify a reconsideration of the grading of the post.



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