

Harington Scheme

Job Description



Job Title:	English Tutor
Reporting To:	Learning Support (and Functional Skills) Manager
Responsible for:	Up to 50 learners as part of a team of trainers
Terms:	Fixed Term Contract until 31st July 2017
Salary:	£24,921 – 27,691 per annum (Grade B)
Hours:	37.5 hours a week (08.00 – 16.30 or 08.30 - 17.00). Job shares/fractional workers will be considered.
Annual Leave:	25 days + public holidays

Main Functions:

Work to plan and deliver group and one-to-one English teaching for young people with a range of learning difficulties/disabilities, helping to prepare them for employment, further education or greater independence. Support the embedding/teaching of English language skills across the curriculum from Pre- Entry to GCSE level. Ensure that teaching and assessing standards are maintained at a high level, that health, safety and welfare of trainees are maintained and that learners are achieving excellent outcomes.

Main Duties and Responsibilities:

1. Contribute to the initial assessment, learning plans and induction of learners on all programmes.
2. Contribute to the planning and design of individual, flexible learning programmes including target setting and planning/review of learning support that contributes to the development of English/communication skills.
3. To produce schemes of work and lesson plans for teaching and learning sessions including the preparation of appropriate teaching and learning activities to be delivered by volunteers or Learning Support staff.
4. To lead on the embedding of English (reading, writing and speaking and listening) into other curriculum areas including: joint/team planning and sharing resources/information with other teaching staff.
5. To deliver discrete English teaching and learning sessions at all levels including: Personal Progress (E1), Functional Skills and GCSE.
6. Assess candidates working towards qualifications according to assessment schedules/target, provide appropriate feedback and ensure the maintenance of accurate assessment records.
7. To contribute to regular learner progress reviews in writing and face to face.
8. Assist with preparing and implementing annual, weekly, and daily training schedules.
9. Evaluate, reflect on and develop own practice, be responsible for own continuous professional development and maintaining accurate records of CPD.
10. Share good practice and contribute toward quality improvement within the organisation.
11. Attend regular team, moderation/assessor and supervision meetings.
12. Maintain accurate records.
13. Adhere to and promote all company policies, particularly Health and Safety, Equality and Diversity and Safeguarding.
14. Be responsible for the maintenance of personal health and safety and development of best practice, as well as that of our clients and fellow staff, as required by the company, the Health and Safety Executive, and any other monitoring or contracting body.
15. Work as a member of the Harington team and carry out cover for other staff as and when required.
16. Carry out other duties as specified by a senior member of staff as commensurate with the grade.

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Person Specification.

Post: **English Tutor**

Essential criteria
Ability to deliver high quality English teaching, learning and assessment sessions i.e. <ul style="list-style-type: none">• Relevant subject knowledge and/or qualifications• Experience of teaching English• English/literacy skills or qualifications at GCSE/Level 2 or above• Ability to formally assess reading, writing and speaking and listening skills
Cert Ed, Diploma in Teaching in the Lifelong Learning Sector (DTLLS) or equivalent <u>full</u> teaching qualification and willingness to undertake CPD as required.
Good ICT skills and ability to use technology in teaching and learning
Experience of working with young people with learning difficulties
Commitment to safeguarding and improving the well-being of children and vulnerable adults and ability to follow safeguarding procedures.
The ability to work as an effective member of a team.
Good administrative and organisation skills and the ability keep accurate records on learner progress.
Knowledge of/commitment to equal opportunities for all and a commitment to improving the lives of young people and people with learning difficulties

Desirable criteria
Level 4/5 subject specialism in English/literacy or English degree
Experience or qualifications in supporting learners with dyslexia and/or other specific learning difficulties/disabilities.
Ability to teach other subjects e.g. Maths, personal, social or employability skills

This post involves working closely with young people and vulnerable adults therefore appointment will be subject to an Enhanced DBS Disclosure.