

## JOB DESCRIPTION

JOB TITLE: English Tutor

REPORTS TO: Head of Centre

DATE: 15<sup>th</sup> October 2018

### 1. JOB PURPOSE:

To deliver engaging and effective English training programmes to our learners, making use of experience and skills to enable achievement of qualifications where relevant and progression to employment/further training.

### 2. RESPONSIBILITIES:

#### Main Duties and Responsibilities

1. To deliver qualification based courses to learners including Functional Skills and GCSE
2. Ensure all planning for your delivery is organised through a progressive scheme of work, and lesson plans and group profiles are always up to date.
3. To support, via effective initial assessment, recruitment of learners for all programmes delivered by the centre
4. To deliver small group and 1:1 teaching and revision sessions, effectively preparing learners for assessment and examinations.
5. To track and monitor the progress of the learners you teach using the systems assigned to you.
6. Ensure learners work towards SMART targets
7. To undertake progress reviews with your learners and complete the correct documentation to record each learners performance
8. Always liaise with other tutors with regards to your learners where appropriate
9. To liaise with the Head of Centre over all matters relating to curriculum, learners and record keeping
10. To assist the Head of Centre with curriculum development and learner placement
11. To liaise with external agencies to supplement the curriculum and ensure sustainable recruitment
12. To be able to deliver courses to learners with Learning Difficulties and Disabilities if appropriate
13. To assist the Head of Centre with all matters relating to the quality of provision
14. To assist the Head of Centre to ensure that diversity targets are met within the provision
15. To work from established delivery centres in Dunstable, Hitchin and Bedford and any local partner delivery centres requiring English teaching.
16. To assist with the transfer of learner data to Develop's data staff following the correct data protocols
17. To strive for appropriate progression for all learners

18. To work within the regulations and curriculum set by the Awarding Bodies
19. To ensure that own CPD is kept up to date and appropriate for the job role
20. To contribute fully with the production of the organisation's Self-Assessment Report
21. To undertake any ad hoc tasks as required, and to be flexible in covering the work of other team members as and when necessary.

**General:**

- Any other duties commensurate with the post across Develop.
- Abide by Staff Behaviour Code of Conduct Policy
- To comply with Company procedures
- To keep an electronic diary constantly updated checking with line manager before making any appointments not connected to work
- To keep an accurate and up to date record of all staff training undertaken
- To attend and participate in team meetings as requested by CEO
- To respect the clients and learners needs
- To respect confidentiality of staff and learners
- To carry identification badge when on Company business
- To present oneself in a professional manner while working as a representative of Develop
- To complete the travel form as required on a monthly basis
- To participate in all inspections as required
- To maintain CPD by attending training, reading and other relevant activities
- To take every opportunity to promote Develop's services to potential customers

**Data Protection:**

All employees – as well as the Company – have responsibilities for Data Protection under current legislation. Heads of Centre's and Project Managers have responsibility for the type of personal information they collect and how they use it. It is every employee's responsibility to ensure that they comply with the organisations Data Protection Policy and any relevant procedures for requesting, processing or sharing personal information. No-one at any level should disclose or share personal information outside the organisation's policy and procedures, or use personal information held on others for their own purposes. Anyone disclosing personal information without the authority of the organisation may be committing a criminal offence, unless there is some other legal justification, for example under 'safeguarding' or 'whistle-blowing' legislation.

**Safeguarding**

All employees (and volunteers) are required to uphold the values of Develop with its promotion of being an inclusive and safe employer, both for staff and it's learners. In order to achieve this you shall commit to attend / participate in specific training to maintain and upskill your knowledge in these critical areas that will enable both

yourself as an employee, and Develop to comply with its legal and moral responsibilities.

All employees must report any matters, using the correct procedures, relating to these areas to ensure we continue to drive forward the safety and wellbeing of all our staff and learners.

### **Health and Safety**

You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work.

You must co-operate with your employer and co-workers to help everyone meet their legal requirements.

You are responsible for following health and safety requirements in line with the Company policy.

### **Inclusion**

All employees including volunteers are required to uphold and express the values of Develop during the course of their work with staff, learners and customers.

Develop is an inclusive employer promoting a positive culture for inclusion in all that we do. Fair practice should be observed at all times and you should participate in specific equality and diversity training and any other inclusion training that would up skill you for your role so that Develop complies with legal and moral responsibilities.

### PERSON SPECIFICATION FOR ENGLISH TUTOR

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training	<p>Teaching Qualification; PTLLS, DTLLS, CTLLS, PGCE, QTS (or equivalent)</p> <p>Minimum of C grade GCSE's in English and maths or Level 2 Functional Skills qualification or equivalent</p> <p>Full UK Driving License</p>	<p>English related qualification</p> <p>Education to A level or its equivalent and beyond.</p> <p>Career Guidance qualification</p> <p>Assessor's award</p>
Experience	Experience of delivering GCSE or Functional Skills English	Experience of working with SEN/behavioural students
Qualities, skills, knowledge and abilities.	<p>Resilient</p> <p>An ability to remain calm and professional under pressure</p> <p>An understanding and competence of Quality Assurance in English</p> <p>Confident with the use of a PC and emails</p>	