



Functional Skills Tutor for Maths, English Job Description and Person Specification

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| Job title: | Functional Skills Tutor |
| Place of work: | Orchard Therapeutic farm and outreach programme |
| Hours of work: | 8.30-4.30 Term Time only Two days a week. |
| Fulltime Salary equivalent | £30,000 -£32,100 |
| Actual Salary | £12,000-£ 12,840 |
| Reports to: | Head of Centre |
| Level of screening: | Enhanced DBS |

Who we are

OTF is an award-winning primary, secondary and post 16 alternative provision. We are a farm based Alternative provision catering for pupils who have social, emotional and mental health difficulties. Many of the pupils attending have additional special educational needs such neurodivergent functioning, Attention Deficit and Hyperactive Disorders (ADHD), Anxiety and Emotionally Based School Avoidance (EBSA). Places for pupils are commissioned by schools (Maintained, Non- maintained, SEN). We are an approved alternative provider for various local authorities, Including Oxfordshire, West Berkshire, Buckinghamshire and Surrey, along with Slough and Wokingham. Pupils who are referred to OTF have an education, health and care plan (EHCP). We are a small and nurturing therapeutic provision who focus on building trusting relationships with young people to make steady personal success and tangible outcomes.

Where do you fit in

- Lead Functional Skills curriculum at OTF covering secondary and post 16 education ensuring that it is effective in its delivery and outcomes for Students
- Carry out the professional duties of a teacher as the curriculum requires and in accordance with the setting's policies.
- Play a significant role in the establishment, maintenance, and development of a calm and safe learning environment. Provide and promote the emotional well-being of each individual to reflect our setting ethos and values.
- To be part of a team of professionals enabling young people to explore and develop their own unique talents, skills and abilities

Main Duties & Accountabilities

- Prepare and deliver functional skills Entry level 3 to Level 2: English, Maths.
- Involved in the design and delivery of effective Functional Skills programme.
- Prepare and deliver session plans and appropriate course materials.
- Undertake initial interview and assessment to determine learners' levels of competence resulting in the preparation of appropriate learning programmes.
- Monitor the progress of individual learners, providing appropriate levels of guidance, support, to ensure purposeful and effective learning programmes are maintained.
- Develop and deliver programmes, ensuring that the necessary educational, organisational and administrative activities are completed.
- Design and implement an individual Learning plan with each learner. Regularly assess, monitor, review, evaluate and adjust the individual Learning Plan when necessary.
- Prepare and adapt teaching materials including handouts, assignments, booklets and assessment papers, to enable all learners to progress.
- Create new learning materials to meet the needs of the learner.



- To work collaboratively alongside other staff.
- Ensure the successful progression of learners maintaining effective liaison/relations with line management.
- Assist with Quality Assurance System ensuring organisational compliance against appropriate standards for use in external provision.
- Maintain organisational standards/administrative procedures relating to training, financial and quality record systems.
- Ensure the level and condition of equipment is appropriate for the delivery of effective the learning programmes.
- Ensure learning and assessments are provided in a safe working environment ensuring compliance with all Health and Safety legislative requirements.
- To uphold OTF's learning's standing as a training provider in a professional, competent, helpful and polite manner, always maintaining strict confidentiality.
- As an integral part of the delivery team, maintain a flexible, involved and supportive role in the work of the organisation, undertaking any other duties that may reasonably be required by management.
- Invigilate exams when needed.
- Actively participate in and promote the safeguarding of children and young people
- keep up to date with changes to national standards
- Work to the outcome and targets of learners in learners EHCP's



What does good look like for this role?

- Able to manage own time and work effectively to meet deadlines.
- Able to prioritise workload.
- Work as part of a team.
- Improve the attendance and engagement of Students.
- Enable Students to make academic progress.
- Teaching is of a high standard by employing a range of strategies to effectively manage the room to enable pupils to engage and learn
- Maintain effective communication systems with other disciplinary within the setting (therapists and family liaison)
- Drive outstanding outcomes for your learners

Safeguarding

Hitchcox group is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.

This post is subject to an Enhanced Disclosure check (DBS) under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from www.disclosures.co.uk.

Other Information

This job description is intended as a guide to the main responsibilities and duties of the post. It is in no way intended to restrict any individual in the performance of other duties within the general nature of the post as required by the company.

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

| Functional Skills: Person Specification | | | |
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| COMPETENCY | ESSENTIAL | DESIRABLE | ASSESSMENT CRITERIA |
| QUALIFICATIONS | <p>A recognised higher qualification with experience in teaching and planning.</p> <ul style="list-style-type: none"> Degree in Maths, English or ICT equivalent | <ul style="list-style-type: none"> Degree in Maths, English or ICT equivalent | <p>AF/C</p> <p>AF/C</p> |
| KNOWLEDGE | <p>A clear understanding of the Functional Skills Curriculum and its application.</p> <p>A robust knowledge of behavioural techniques and theories and their application.</p> <p>Knowledge of the statutory requirements of equal opportunities, discrimination, health and safety, safeguarding and child protection.</p> <p>Sound knowledge of planning and assessment techniques.</p> <p>Secure knowledge and understanding of the subject(s)/curriculum area(s) and related pedagogy.</p> <p>Extensive knowledge and understanding of how to use and adapt a range of teaching, Learning strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential</p> <p>Understanding of EHCP outcomes and targets</p> | | <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> |

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| EXPERIENCE | <p>Experience of working with our cohort of young people including those with additional learning needs.</p> <p>Relevant classroom teaching experience.</p> | | AF/R |
| SKILLS & ABILITIES | <p>Ability to work effectively with learners with complex needs</p> <p>Ability to communicate effectively both in verbal and written form.</p> <p>Ability to effectively use a variety of teaching and organisational styles and resources, including ICT to deliver outstanding teaching and learning</p> <p>Ability to work as part of a team to deliver a holistic package.</p> <p>Ability to cope with emotionally demanding situations.</p> <p>Ability to manage your time effectively.</p> <p>Flexible creative and adaptable approach.</p> | | <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> |
| OTHER | <p>Ability to maintain accurate records</p> <p>Awareness of and commitment to Equality & Diversity</p> <p>Desire to develop and undertake training as required</p> | | |

Key

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| Assessment Criteria | |
| AF | Application Form |
| C | Certificates |
| D | Disclosure |

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| I | Interview |
| R | References |

Acknowledgements

Employee Signature.....

(Print Name)..... Date

Manager Signature.....

(Print Name) Date