**Who we are?**

This is an exciting time to join the TCHC Group. TCHC Group was set up in August 2004. Since then, we have continued to develop and deliver programmes to support young people to learn, achieve and progress to greater opportunities.

The staff who work for TCHC are learner centric and want to make a real difference to the people they work with. Staff are valued and recognised for the contribution they make towards the organisation’s vision and goals and the effective support they provide to the individuals we engage with. We have a strong belief that success is created together; one of the reasons why we are a great employer to work for.

**Who are we looking for?**

Are you an inspiring individual with a real passion for creating engaging and creative sessions and looking for a rewarding new challenge?

Can you engage and build positive relationships with young people who may have complex needs? Do you feel that young people who are vulnerable deserve an opportunity to develop their skills, abilities and have the best chance to succeed?

Are you enthusiastic, determined, and resilient and have effective communication skills? Can you solve problems thinking of solutions?

We are looking to recruit

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| **Job Title** | Associate Functional Skills Tutor |
| **Location:** | Peterborough area |
| **Working Hours:** | Ad hock |
| **Contract: Options:** | Associate |
| **Reports to:** | Head of Partnerships and CPCA Programmes |
| **Pay Rate:** | £120 per day |

**What are we looking for?**

TCHC is looking for passionate individual to support our learners through the delivery of Functional Skills who is looking for a career progression in education. If you don’t currently hold a teaching or assessing qualification, we are able to support you through the appropriate qualifications and assessments.

**Qualifications:**

* Qualified to DTLLS/Cert Ed/ PGCE (or equivalent), (desirable)
* Qualified to PTLLS AET/ CTLLS (or equivalent)
* Assessor qualifications (desirable)
* GCSE (or equivalent) in English and maths at grade C or above, essential

As a Functional Skills Tutor, you will be responsible for planning and teaching the Functional Skills curriculum, as well as differentiation, and will be required to ensure work is marked, records are kept, and assessment is on-going, ensuring all learners are ready for exams and maintaining a high level of successful pass rates.

**Main Tasks & Responsibilities**

**Lesson Planning**

* Create effective schemes of works that clearly supports the learning process of individuals
* Prepare and develop innovative lesson plans, designing and delivering group activities
* Diagnose learner’s numeracy needs and requirements by using various diagnostic testing and mock tests

**Teaching**

* Deliver training to individuals and groups following the programme curriculum, setting objectives and targets for achievement
* Provide one to one support to learners where necessary
* Manage small groups of learners
* Provide appropriate encouragement, guidance, and support to learners to help them progress
* Manage any behaviour issues that arise, with support from the centre manager
* Prepare and submit up to date assessments of learners, across all relevant activities
* Monitor and maintain appropriate paperwork and records of progress and to report all cases of learner sickness and absence
* Complete review paperwork and record learners' progress

**Monitoring and Continual Improvement**

* Follow the education inspection framework.
* Undertake regular CPD and record it using company documents.
* Undertake qualifications where suitable as part of your own learning and development.
* Take proactive approaches to ensure Safeguarding and Prevent is embedded into the delivery and ensure issues are raised accordingly, in line with TCHC’s Safeguarding Policy using the appropriate recording and reporting tools.
* Prepare for and attend monthly caseload review meetings with your line manager
* Prepare for and attend standardisation meetings as instructed by Quality Assurance
* Ongoing management and administration tasks relating to TCHC’s CRM and ePortfolio systems, including but not limited to session planning, logging results and providing feedback to learners
* Work alongside the Quality team to ensure that delivery meets the high expectations of TCHC
* Ensure any complaints are raised accordingly in line with TCHC’s Complaints Policy

**Teamwork**

* Liaise with relevant team members to ensure learners achieve their targets and progress into appropriate outcomes
* Establish, develop, and maintain effective working relationships with other external organisations involved with the service and learners
* Attend monthly team meetings with line manager to discuss feedback

**Awarding bodies/Funders/OFSTED**

* Follow all company policies and procedures.
* Be familiar with and research updates to qualification specifications and handbooks for subjects’ quality assured.
* Participate in OFSTED inspections as required.
* Be very familiar with key company policies.

**Note:** These responsibilities serve as an initial outline for the tasks that the post holder will initially be expected to perform. Changes may occur over time to accommodate evolving job requirements and adapt to shifting circumstances.

Furthermore, given the dynamic nature of our operational environment, it is crucial for individuals in these roles to demonstrate flexibility and a willingness to travel to different work locations. This outline represents an initial plan and will be subject to periodic review as part of our Continuous Professional Development process.

**Confidentiality**

The individual in this role is responsible for upholding the confidentiality of information pertaining to clients, staff, and other stakeholders. Certain aspects of their work involve handling confidential information, which should not be disclosed to individuals outside the scope of their official duties. It is imperative that the post holder consistently always adheres to the provisions of the General Data Regulation Act.

**Safeguarding, Prevent & Equal Opportunities**

TCHC is dedicated to promoting equal opportunities and preventing discrimination for everyone. Our commitment extends to adhering to Safer Recruitment Policies, safeguarding practices, complying with the Prevent Duty, and advocating for the well-being of children, youth, and adults. In pursuit of our dedication, we will continuously enhance and refine our robust safeguarding processes and procedures, fostering a culture of safeguarding among our team members and volunteers.

**Pre-employment checks**

The company also conducts an internal online search on social media platforms in accordance with the Keeping Children Safe in Education guidance. Should any pertinent information arise from this search, it will be discussed with the applicant as part of the recruitment process.

Please note that upon a successful job offer, the company performs digitalised right-to-work checks and initiates DBS applications through an external service provider. An enhanced DBS check, including the barred list, is mandatory for this role.

**How to Apply**

To apply please email your CV and cover letter to [HR@tchc.net](mailto:HR@tchc.net)