**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 both young people and adults to learn, achieve and progress to greater opportunities. TCHC is an organisation that believes in creating opportunities for all. It is an organisation that is ethical, friendly, and considerate and encompasses these values in all its services and operations. Most of all we believe in working together as a team to create opportunities for the individuals we work with to grow, to help them recognise and achieve their aspirations and goals and attain a positive outcome.

The staff who work for TCHC are learner-centric and want to make a real difference to the people they work with, enabling them to improve their employment situation, some of whom will have had poor experiences of learning and employment in the past. Some may have complex lives and require signposting to other organisations who can help.

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.

**TCHC is a disability confident committed employer.**

**Who are we looking for?**

A Functional Skills Tutor is responsible for coordinating, designing, delivering and developing a programme of study for groups of learners. This is a great opportunity for a dynamic, professional individual qualified/experienced in an appropriate discipline to join a forward-thinking organisation to develop and teach functional skills for learners to enter the sector.

You will be a highly self-motivated, energetic and driven individual, encompassing a strong sense of autonomy. You will possess strong presentation and communication skills and be able to demonstrate achievement of targets.

We are looking to recruit:

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| **Job Title** | Functional Skills Tutor  |
| Location: | Basildon – Southgate |
| Working Hours: | 8.45 am to 5.30 pm, Monday to Thursday, inclusive of a daily unpaid lunch break of half an hour and 8.45 am to 1.15 pm, Friday. 37.5 hours per week |
| Contract Type: | Permanent |
| Reports to: | Centre Manager |
| Salary Band: | Not Qualified £23k - £26k Qualified 27k – 30k |

**What are we looking for?**

A professional and responsible individual for planning and teaching the Functional Skills curriculum, who ensures differentiation is evident.

This will include:

* Functional Skills English Entry Level 1 to Level 2

**or/and**

* Functional Skills Maths Entry Level 1 to Level 2

Your delivery will be creative and engaging to ensure individuals achieve their aims in all subjects. You will be supported by a Quality Assurance Team who is responsible for leading the team to drive up quality, reaching and exceeding KPI's and promoting our ethos for continuous improvement.

**Qualifications:**

AET/CERT ED/PGCE or other relevant teaching Qualifications

Maths **or/and** English Grade C/4 or above or Functional skills level 2

Assessor qualification

**Main Tasks & Responsibilities**

* Create effective schemes of work that clearly support the learning process of individuals while ensuring the standards of delivery are being planned to be met
* Prepare and develop innovative lesson plans, designing and delivering group activities
* 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
* Ensure resources are used effectively to support learners with high needs including, ADHD, Autism, complex mental health needs, behavioural difficulties, dyslexia, dyscalculia, dyspraxia, and selective mutism.
* Study and learn about all individual learners for example read and learn about their EHCPS
* Identify and use previous learning levels PLR
* Assess learners’ maths and English needs and requirements by using various diagnostic testing and mock tests
* Conduct initial assessments and use this throughout the year to identify progress and development
* Provide practical examples for subject areas to relate to life and work
* Liaise with relevant team members to ensure learners achieve their targets and progress toward appropriate outcomes
* Provide appropriate encouragement, guidance, and support to learners to help them progress
* Prepare and submit up-to-date assessments of learners, across the learner programme
* Monitor and maintain appropriate paperwork, reviews, records of progress tracking
* Actively participate in continuous improvement
* Complete all required documentation accurately and within agreed timescales to ensure that programme requirements are met
* Ensure effective preparation is in place for all learners prior to exams
* Apply through the quality team for special adjustments and implement in lessons and exams/assessments
* Complete administration tasks, including but not limited to course planning, session planning, logging results and providing targets and feedback to learners
* Work alongside the Quality Assurance team to ensure that delivery meets high expectations and prepare for and attend standardisation meetings
* 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.
* Any complaints are raised accordingly in line with TCHC’s Complaints Policy
* Create conducive learning environments to optimise learners’ journeys and support positive outcomes
* Actively ensure own CPD is kept up to date as per the requirements for Functional Skills
* Be responsible for promoting and safeguarding (including Prevent) the welfare of all learners for whom you have responsibility or with whom you come into contact and adhere to TCHC’s Safeguarding and Prevent policies.
* In addition, the post holder may be asked to carry out other reasonable duties, appropriate to their experience, qualifications, and level.

**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.