**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 in learning, achieving, and progressing toward 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.

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

**Who are we looking for?**

Are you an inspiring **Functional Skills Tutor** who can bring English to life with a real passion for creating engaging and creative sessions and looking for a rewarding new challenge? Are you eager to make a difference in the lives of young people by providing them with enriching knowledge and experiences?

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

Are you a person who wants to make a difference in young people's lives by providing them with skills and knowledge to move forward?

Are you enthusiastic, determined and resilient with effective communication skills?

***If yes read on……***

TCHC is looking for a motivational tutor to join a new team as the **Functional Skills Tutor for** **English** based at our Peterborough Centre. Our Centre provides further education for learners aged 16-18 or 19-24 with an EHCP. You will plan engaging schemes of work, set and review targets, track learner progress and assess in relation to awarding body regulations. We are eager to hire an individual who believes all young people deserve an enriching education and opportunities to better their future and prepare them for further education, employment and adulthood.

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| **Job Title** | Functional Skills English Tutor  |
| **Location:** | Peterborough  |
| **Working Hours:** | 8.30 am to 5.00 pm, Monday to Friday, 1-hour lunch, 37.5 hours per week.(FT or Term-time option available) |
| **Contract Type:** | Perm |
| **Reports to:** | Centre Manager |
| **Salary Band:** | Unqualified £25,000 - £27,000, Qualified £28,000 – £30,000 per annum |

**What are we looking for?**

**Qualifications:**

* Qualified to PTLLS/DTLLS/Cert Ed/ PGCE (Essential) (or willing to work towards a teaching qualification) Essential
* Assessor qualification
* GCSE) in English at grade C/4 or above (or equivalent L2 Functional skills)
* Confident with your delivery
* Experience working with learners who have learning differences

**Main Tasks & Responsibilities**

As the Functional Skills Tutor**,** you will be responsible for the quality of education through your planning and teaching of English Functional Skills, as well as differentiating your lesson activities and resources, you will be required to ensure work is marked, records are kept, and assessment is ongoing. You will need to ensure all learners are on track throughout the year, preparing a portfolio of work to demonstrate how they meet assessment criteria, and maintaining a high level of successful pass rates.

**Teaching, Learning and assessment**

* Engage and build a rapport with all young people
* Plan, prepare, and teach lessons at Entry levels and Levels 1 & 2, for English Functional Skills
* Create engaging schemes of work that demonstrate sequencing of learning and progression.
* Create engaging lessons that are full of learning and development.
* Plan for learners needs through use of initial assessment, previous learning and EHCP’s
* Differentiate lesson plans and resources in line with learner needs as outlined in EHCP documents or through observations.
* Track the progress of learners using appropriate and provided tracking systems.
* Provide and deliver engaging sessions meeting the individual needs of all learners.
* Plan and develop SMART-appropriate learning plans for individual learners alongside monitoring their EHCP outcomes.
* Monitor and assess learner progress ensuring timely achievements through the year, and record and report the development, progress, and attainment of students in accordance with TCHC’s assessment policies and in line with the principles of assessment for Learning.
* Make use of current technology to enhance teaching and learning.
* conduct pastoral responsibilities as required.
* Conduct a 1:1 progress review of qualifications and personal skills.
* Manage any behaviour issues that arise in line with TCHC policy, with support from the Centre Manager
* Implement TCHC’s inclusion and equal opportunity policies.
* Ensure that learning support assistants and visiting speakers are used effectively in the learning environment.
* Organise and implement trips and events for learning.
* Provide appropriate encouragement, guidance, and support to learners to help them progress
* Participate in events/open days as required.
* Support for absent colleagues as required.
* Participate in OFSTED inspections as required.

**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 curriculum review meetings with your centre manager
* Prepare for and attend standardisation meetings as instructed by Quality Assurance
* Ongoing management and administration tasks relating to TCHC 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 high expectations
* Ensure any complaints are raised accordingly in line with TCHC’s Complaints Policy
* Be a reflective practitioner, evaluating and improving your own practice in order to take teaching and learning forward as well as ensuring learner success and progress

**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.

**Rewards for your hard work**

For us here at TCHC reward means far more than just pay. Our generous and competitive benefits package includes:

* Annual leave up to 25 days plus 8 public Bank Holiday
* We operate a Christmas and New Year shutdown period in which you will receive an additional 3 days of leave at full pay to cover this closure period.
* When your birthday falls on a working day you will receive this day off at full pay.
* Sickness pay allowance.
* Pension scheme after 3 months you have been employed with us
* Bupa Cash Plan, level 1 paid by the company
* Employee Assistance Programme to access help and support 24 hours a day every day of the year for immediate family (eligibility applies)
* Discounted membership for BUPA (subject to the qualifying conditions)
* Long Service club loyalty gift upon completion of 5 and 10 years of continuous service
* Quarterly and annual awards
* Company tools and equipment for the performance of your duties
* Reimbursement of travel expenses
* Free onsite parking

**How to Apply**

To apply please complete the application form online at: <https://tchc.net/apply-now/>