**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 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.

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?**

Are you an inspiring educator 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 young people who are vulnerable deserve an opportunity to develop their skills, and abilities and have the best chance to succeed?

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

TCHC is looking for a passionate educator to support our learners through the delivery of English Functional Skills or generic awards at a range of levels. The position will be based at our GAPS Thurrock centre in Grays, Essex. Our GAPS Thurrock Centre provides further education for learners aged 16- 18 or 19-24 with an EHCP. You will be responsible for planning an engaging scheme of work, setting and reviewing targets, tracking learner progress and assessing 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.

We are looking to recruit:

|  |  |
| --- | --- |
| **Job Title:** | Functional Skills English Tutor |
| **Location:** | Thurrock (face-to-face role) |
| **Working Hours:** | 8.30 am to 5.00 pm - Monday to Friday, 1-hour lunch, 37.5 hours per week.  Term-time only may be considered |
| **Contract Type:** | Perm |
| **Reports to:** | Centre Manager |
| **Salary Band:** | Unqualified £23k to £26k, Qualified 27k to £30k |

**What are we looking for?**

TCHC is looking for a passionate educator to support our learners through the delivery of English Functional Skills or generic awards at a range of levels. If you do not currently hold a teaching or assessing qualification, we are able to support you through the appropriate qualifications or 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 English Tutor, you will be responsible for planning and teaching the Functional Skills English 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**

**Teaching and Learning**

* Plan, prepare and teach lessons at levels Entry 3 and Level 1 for Health and Care
* Create effective schemes of works that clearly supports the learning process of individuals and contribute to the company development and implementation of these schemes of work
* Prepare and develop innovative lesson plans, designing and delivering group activities. Lessons should provide a reasonable level of challenge for all learners whilst being pitched at an appropriate level for the cohort
* Diagnose learner’s literacy, numeracy and ICT needs and requirements by using various diagnostic testing and mock tests
* Differentiate lesson plans and resources in line with learner needs as outlined in EHCP documents or through observations
* Consider enrichment projects that would support the learning of your learners
* Make use of current technology to enhance teaching, learning and information retention
* Provide 1:1 support to learners where necessary, utilising available LSA support during lessons
* Provide appropriate encouragement, guidance, and support to learners to help them progress
* Manage any behaviour issues that arise in line with TCHC policy, with support from the Centre Manager
* Prepare and submit up to date assessments of learners
* Manage LSA deployment during lessons, ensuring all learners are supported and their work is completed to an appropriate standard

**Continuing Professional Development**

* Undertake a full company induction programme, under the guidance of the Centre Manager
* Follow the Education Inspection Framework
* Familiarise yourself with the EHCP process. Undertake CPD in relevant areas for working with SEND learners.
* Keep up to date with research and developments in teaching pedagogy, changes in the curriculum and new initiatives which should lead to improvements in teaching and learning
* Prepare for and attend standardisation meetings are instructed by Quality Assurance
* Work alongside the Quality team to ensure that your curriculum delivery meets the high expectations for TCHC study programmes
* Be a reactive and reflective practitioner, evaluating and improving your own practice in order to take teaching and learning forward as well as ensuring learner success and progress

**Administration**

* Implement the TCHC assessment, recording and reporting procedures
* Track progress of learners using appropriate and provided tracking systems
* Set SMART targets for learners, taking into consideration both their academic and personal growth, Consider how your scheme of work can support these learners with their established EHCP targets
* Conduct 1:1 progress reviews of qualifications and personal skills
* Establish, develop and maintain effective working relationships with other external organisations involved with the centre and the curriculum
* Participate in appropriate meetings with colleagues, parents and agencies for the benefit of the students.
* Participate in events/open days as required
* Support for absent colleagues as required
* Participate in OFSTED inspections as required

**Safeguarding**

* To ensure all safeguarding policies and procedures are adhered to and reporting procedures are followed
* Use CPOMs to record any safeguarding concerns or incidents accurately, ensuring all involved are kept up to date with any follow up actions
* Work with Centre Manager/Safeguarding Champion/DSL to gather information if you are required to
* Raise concerns immediately for the student’s welfare

**Health and Safety**

* Comply with procedures on all matters concerning health, safety, and welfare.
* Undertake risk assessment strategies for the programme area in relation to teaching and learning.
* Take responsibility for personal health, safety, and welfare and that of others who may be affected by your actions or inactions.

**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 Holidays
* We operate a Christmas and New Year shutdown period in which you will receive 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

**How to Apply**

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