**Who are we?**

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 that 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 Maths 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:

|  |  |
| --- | --- |
| **Job Title** | Functional Skills Maths 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:** | Unqualified £24,000 - £26,000, Qualified £27,000 – £30,000 per annum |

**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 Maths Level 1 to Level 2
* Functional Skills Maths Entry Level 1 to 3

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 that is responsible for leading the team to drive up quality, reaching and exceeding KPIs and promoting our ethos for continuous improvement.

**Qualifications:**

AET/CERT ED/PGCE or other relevant teaching Qualifications

Maths Grade C/4 or above or Functional skills level 2

Assessor qualification

SEN qualifications (desirable)

Experience of teaching learners with various abilities or learning needs (Essential)

Experienced working with learners who present learning differences (Essential)

Confident with your delivery (Essential)

Knowledge of EHCPs (desirable)

**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, and 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/and 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, individuals in these roles must 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.

**Commitment to Safeguarding**

TCHC is committed to Safeguarding and promoting the welfare of children, young people and adults. All staff are expected to adhere to our Safeguarding & Child Protection Policy and the safeguarding responsibilities outlined in their job description.

We conduct Safer Recruitment Checks on all staff prior to confirming a start date, in line with Keeping Children Safe in Education. An online search of information within the public domain is conducted on all candidates who are invited to interview.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ’s guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and related exceptions, and further information about filtering offences can be found in the DBS filtering guide.

Please see our Recruitment with Safer Recruitment Policy for further information, or get in touch on 01923 698430 or safeguarding@tchc.net

**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:

* The full-time equivalent annual leave entitlement is 20 days per year in addition to 8 UK public holidays. An additional day of leave will be added for each complete year of service, effective from the commencement of the next holiday year, up to a maximum of 5 additional days after 5 years of service, giving a maximum total annual leave entitlement of 25 days. This will be pro rata for part-time hours.
* 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 after 1 year of service. This will be pro rata for part-time hours.
* When your birthday falls on a working day, you will receive the day off at full pay.
* Sickness pay allowance after the probationary period.
* Pension scheme after 3 months you have been employed with us
* Bupa Cash Plan, level 1, paid by the company after the probationary period.
* 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 to other locations outside of the Centre (this will exclude travelling to the usual workplace)

**How to Apply**

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