



## JOB DESCRIPTION

<b>POSITION</b>	Wider Development Tutor (English, Maths, ICT and Careers Advice)
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### MAIN PURPOSE OF ROLE

To lead the planning, delivery and assessment of English, Maths and ICT to individuals and groups of Apprentices.

To support with the planning and delivery of Careers Advice & Guidance and other key agendas such as Mental Health Awareness, Equality & Diversity, British Values, Safeguarding and PREVENT.

### KEY DUTIES AND RESPONSIBILITIES

- Lead on the planning, delivery and assessment of English and maths Functional Skills (Level 1 and Level 2) for classroom and online delivery, groups sessions and 121 support. First and foremost, this should focus on developing learners' general maths and English skills as well as preparing them for any exams at the appropriate level.
- Support vocational staff with developing maths and English skills contextualized to the industry/workplace.
- Plan and deliver basic ICT sessions to support Scottish Apprentices with achieving Level 4 Information & Communication Technology (equivalent to A Functional Skills Level 1 approximately)
- Track, monitor and report on learners' Functional Skills progress and plan and support learners in line with their individual needs/requirements.
- Develop and deliver (along with other core members of the team) an IAG Curriculum that ensures learners receive Independent Advice and Guidance and key points throughout their Apprenticeship to enable them to make informed choices about their future.
- Support with the planning and delivery of other key agendas such as Mental Health Awareness, Safeguarding & PREVENT, Fundamental British Values etc.
- To implement and comply with any key company policies.
- Take ownership for your own professional development and participate in relevant internal and external activities.
- Any other duties commensurate with the post.



PERSON SPECIFICATION	
CRITERIA	ESSENTIAL/DESIRABLE
<b>EXPERIENCE</b>	
Have experience working with young people and/or adults in a support and/or teaching capacity	E
Have experience of a range of IT Platforms e.g., Online learner portfolio platforms, Management Information Systems, Microsoft Office suite (including excel, Teams etc.)	E
Have experience of delivering sessions/support online	D
Have experience of working in a team	E
<b>QUALIFICATIONS</b>	
Teaching Qualification at Level 3 or above ideally in FE	D
Qualification in Careers Advice & Guidance	D
Maths and English GCSE at Grade C/4 or above. Or equivalent	E
Degree level educated	D
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	
A high level of written and oral communication skills	E
An innovative and creative approach to supporting learners and delivering engaging sessions	E
Proven organisational skills including an ability to work to deadlines and to use a range of software packages/IT platforms	E
Ability to communicate effectively with externals including Employers	E
Strong organizational, time management and administrative skills	E
<b>OTHER REQUIREMENTS</b>	
Successful candidate will already have or undergo DBS checks	E

LINE MANAGEMENT
Report to the Curriculum Manager