



## **JOB DESCRIPTION and PERSON SPECIFICATION**

**Job Title:** Functional skills English/Maths/Employability tutor for young adults with Education Health Care Plans and Learning Differences

**Working hours:** Full-time or part-time role.

**Reporting To:** Functional Skills and Learning Support Manager

**Responsible for:** Up to 50 learners as part of a team of tutors

### **Main Functions:**

To work as a part of our teaching and learning team to plan and deliver Harington's English programmes for learners with special educational needs and disabilities, preparing them for employment, further education or independent living.

To teach and assess learners on a range of accredited and non-accredited courses, ranging from Entry Level to Level 2, and to develop learners' English skills.

You will provide differentiated teaching to students who have Education Health Care plans, working with a team of Learning Support Assistants to personalise the English teaching for young adults at the Harington Scheme training centres. You will also plan and deliver relevant topics from the wider curriculum, contextualising English within Employability and PSHE areas, enabling students to participate fully and progress with their training for work and life. This will include students who are taking part in vocational training in Horticulture and Customer Services.

To contribute effectively to the successful learning experience of learners through high quality teaching and a supportive approach that results in high levels of learner achievement, retention and progression.

### **Main Duties and Responsibilities:**

1. Carry out initial and diagnostic assessment for all learners. Track, share and use this information to plan assessment and ensure effective access to learning.
2. Contribute to the planning and design of cohesive individual learning plans/programmes through discussion with learners, parents and colleagues.
3. To be responsible for curriculum planning, delivery and assessment of English Reading, Writing and Speaking and Listening skills programme and qualifications.
4. Ensure that ICT is used effectively to enhance teaching, learning and assessment.
5. Liaise and plan effectively with Harington's Key Workers, Functional Skills and Vocational teachers to ensure that a joined up approach to the development of learners' vocational, functional and broader skills is taken.
6. Develop long term, medium and short term planning; group profiles and learning materials for teaching and learning sessions, teaching and assessing at Entry 1 up to level 2.
7. Assess candidates working towards qualifications and ensure the maintenance of candidate portfolios and assessment records.
8. Prepare and enter learners for qualifications as appropriate.

9. You may be required to take a role as a keyworker to a number of learners reviewing their progress, providing tutorial support, guidance, and liaising with external organisations as appropriate.
10. Assist with ensuring that expected standards of learners' behaviour are adhered to in line with Harington's Behaviour Policy and matrix.
11. Maintain accurate records of work, learner attendance, progress and assessment in line with agreed awarding body requirements and procedures and produce student and other reports as required.
12. Evaluate, reflect on and develop own practice, be responsible for own continuous professional development and maintaining accurate records of CPD.
13. Share good practice and contribute toward quality improvement within the organisation including regular course evaluation and learner feedback.
14. Attend regular staff meetings, team meetings, moderation/assessor meetings and supervision meetings.
15. Adhere to and promote all company policies, particularly Health and Safety, Equality and Diversity and Safeguarding.
16. Be responsible for the maintenance of personal health and safety and development of best practice, as well as that of our clients and fellow staff, as required by the company, the Health and Safety Executive, and any other monitoring or contracting body.
17. Work as a member of the Harington team and carry out cover for other staff as and when required.
18. Take personal responsibility for working to Harington's Vision, Mission and Values
19. Carry out other duties as specified by a senior member of staff as commensurate with the grade.

**Salary:** £25,218 - £27,676 per annum (Grade A: Unqualified/part-qualified)  
**(Pay Award Pending)** £29,660 - £32,021 per annum (Grade B: Qualified)

**Hours:** Flexible up to 37.5 hours a week (08.00 – 16.30 or 08.30 - 17.00) plus occasional weekend duty for which time off in lieu will be granted.

**Annual Leave:** 25 days rising to 30 after 5 years' service. To be taken during Harington shut down weeks

## Person Specification.



**Post:** English Teacher for young adults with Education Health Care Plans and Learning Differences

<b>Selection Criteria</b> ( <i>Desirable criteria in italics</i> )	<b>Essential (E) Desirable (D)</b>	<b>Assessment method</b>
<b>Qualifications</b>		
Qualified teacher (or willing to work toward achieving within an agreed timescale): Qualified = Level 5 Diploma in Education and Training, DTLLS, Cert Ed, PGCE or equivalent full teaching qualification.	E	A / C
Minimum of Level 2 Literacy and Numeracy (GCSE Grade C/ Grade 4 or FSE L2 or equivalent).	E	A / C
<i>Advice and Guidance qualification</i>	<i>D</i>	<i>A / C</i>
<b>Experience</b>		
Experience of working with learners with special educational needs and or disabilities (including High Need learners)	D	A / I
<i>Experience of working in further education and/or training</i>	D	A / I
<i>Experience of working with learning support assistants, teaching assistants or support workers to support teaching, learning and assessment.</i>	D	A / I
<i>Experience of delivering Entry level courses</i>	E	A / I
<b>Knowledge</b>		
Knowledge of working with learners with special educational needs and or disabilities (including High Need learners)	E	A / I
Strong subject or vocational knowledge and understanding	E	A / I
Demonstrable knowledge and understanding of Health and Safety requirements.	E	A / I
<i>Knowledge of Recognising and Recording Progress and Achievement in non-accredited learning</i>	D	A / I
<b>Skills and abilities</b>		
Ability to deliver a range of accredited and non-accredited learning opportunities that develop learners work and living skills (e.g. horticultural skills, employability, personal and social skills or independent living skills)	E	A / I
The ability to work as an effective member of a team and to work independently.	E	I
Good oral and written communication and the ability to communicate effectively with learners	E	I
Good planning administrative and organisation skills	E	I
<i>Ability to use Makaton, BSL and/or communication aids to communicate with learners</i>	<i>D</i>	<i>I</i>

Other		
Commitment to safeguarding and improving the well-being of children and vulnerable adults and ability to follow safeguarding and Prevent procedures.	E	I
Knowledge of/commitment to equality of opportunity and ability to promote this in all aspects of work.	E	I
Willing to undertake continuous professional development as necessary.	E	I
<i>A full driving licence</i>	<i>D</i>	<i>A</i>

**ASSESSMENT METHOD KEY:** **A** = Application (CV, covering letter, Application form) **C** = Certificate and **I** = Interview (please note that the interview process often involves a micro teach and/or written assessment)

**This post involves working closely with young people and vulnerable adults therefore appointment will be subject to an Enhanced DBS Disclosure with Barred List checks.**