

## Functional Skills Tutor

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Company: Pertemps

Location: Maidstone

Category: other-general

### Functional Skills Maths and English Tutor

Salary up to £30000 DOE

Location: Maidstone- Onsite

#### Benefits

- 28 Days holiday plus bank holidays
- Life Insurance
- Lots of training opportunities with great progression routes

Pertemps are delighted to be working with a 'Good' rated training provider based in Maidstone.

They are looking to recruit a Functional Skills Maths and English Tutor to join their expanding team.

The role of the Functional Skills Maths and English Tutor involves delivering education, training, and assessment while ensuring the well-being and progress of students, meeting administrative requirements, and achieving performance targets.

#### The responsibilities of the Functional Skills Tutor

- Deliver high-quality education to student groups.
- Provide English and Maths qualifications (Functional Skills) in compliance with awarding body standards.

- Mark, assess, and offer constructive feedback on students' work.
- Contribute to maintaining excellent student attendance and retention.
- Provide exceptional CEIAG (Careers Education, Information, Advice, and Guidance) and support, including Special Educational Needs and Disabilities (SEND).
- Safeguard the welfare of all students and promote British Values.
- Plan training programs to meet qualification criteria and individual student needs.
- Conduct engaging, effective, and innovative group training sessions to develop students' knowledge, skills, and behaviours
- Perform initial assessments to identify individual student needs and create Support Plans for effective support and goal achievement.
- Conduct and document meaningful student reviews to track progress and foster further development of knowledge, skills, and behaviours
- Assess student readiness for Functional Skills exams through ongoing assessments and mock exams.
- Complete all necessary documentation in accordance with established procedures to meet contractual and internal requirements.
- Achieve targets to meet contractual and Dashboard obligations.

The qualifications/requirements of the Functional Skills Tutor

- Recognised Teaching qualification minimum level 3 e.g. PTLLS, AET
- Level 2 English and Maths Qualification minimum
- Recognised assessor award e.g. TAQA,CAVA, A1 would be highly desirable
- Previous experience of delivering Functional Skills is essential
- Have a strong track record of good or better teaching and learning delivery
- Have knowledge of safeguarding, health and safety, equality and diversity.

Please note- an enhanced DBS check is a requirement for this role.

This position is being managed by Pertemps Work Based Learning division. For more information, please contact Simon on 01913000513.

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### Cross References and Citations:

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