

## Tutor - Functional Skills

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Company: Catch22

Location: Hailsham

Category: other-general

### Job Description

The role of **Tutor** is an excellent opportunity to support learners in developing their knowledge and skills and helping them to access appropriate training and employment opportunities.

This role will deliver accredited Entry level, Level 1, and Level 3 qualifications, in Functional Skills (Maths and English); we are an accredited centre for City and Guilds and Edexcel.

You will be part of a small but effective team at , where communication and professionalism is paramount. The work, whilst challenging, is extremely rewarding. You will drive performance and outcomes in engagement, curriculum, quality of teaching, safety, achievement, and progression.

**\*Access to a car and a full driving licence is a requirement of this role.**

### Main Duties and Accountabilities:

Planning and teaching Functional Maths and English.

Preparing and developing innovative lesson plans, and designing and delivering group activities.

Delivering training to individual young people and groups, following the programme curriculum, setting objectives and targets for achievement.

Providing one to one support to learners.

Working with team members, to ensure that learners achieve their targets, and progress into appropriate outcomes.

Providing encouragement, guidance, and support to learners, to help them progress.

Managing any behaviour issues that arise.

Preparing and submitting up to date assessments of learners.

Monitoring and maintaining appropriate paperwork and records of progress.

Establishing, developing, and maintaining effective working relationships with individuals and organisations that may be involved with the service and learner.

Please click [to view the full Job Description](#).

## Qualifications

A recognised teaching qualification.

Great verbal and written communication skills, with the ability to cope with emotionally demanding situations, and the ability to work as part of a team to deliver a holistic educational package.

Extensive behaviour management experience, with a robust knowledge of behavioural techniques and their application.

Ability to build positive and professional relationships with students, colleagues, parents/carers, and other stakeholders as appropriate.

Significant experience of teaching and planning, with a sound knowledge of planning and assessment techniques, and a clear understanding of the National Curriculum.

An extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning, to provide opportunities for all learners to achieve their potential.

Knowledge of the statutory requirements of equal opportunities, discrimination, health and safety, safeguarding and child protection.

#### Additional Information

**Salary** Pro-rata amount of £22,307.55 - £31,601.10 (based on £24,961- £35,360 FTE)

**Hours of work:** Full time 37 hours per week

**Contract** Permanent (Term Time only)

\*Access to a car and a full driving licence is a requirement of this role.

\*You may also be required to work within Bishop Auckland College where necessary.

Catch22 is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post. Any offer of employment will be subject to an enhanced DBS check

See the benefits of working for Catch22 .

Unless otherwise stated, interviews will be arranged as suitable candidates are identified, so early application is strongly advised.

*At Catch22 we value equality, diversity and inclusion. We are wholeheartedly committed to the principle of equality of opportunity, both as an employer and as a provider of services. Diversity and Inclusion is part of what we do every day, working to deliver our vision to build a strong society where everyone has good people around them, a purpose, and a good place to live.*

Catch22 is committed to rigorous safeguarding and safer recruitment practices; ensuring that every individual within the organisation has been safely and appropriately checked.

Please note, we will conduct an online search as part of our due diligence checks for successful candidate(s). This will involve a search of all publicly available information online and in social media.

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