



MK Christian Foundation
Growing people and community through social enterprise

JOB TITLE: Functional Skills Tutor - English

- 1. Hours:** F/T 37.5 hrs a week (Monday to Friday with very occasional evenings)
- 2. Salary:** £24,500 per annum
- 3. Responsible to:** Laura Geering, Head of Learning
- 4. Organisational background and information:**

The MK Christian Foundation is a post 16 training provider which prides itself on its dynamic approach to teaching and learning. We offer work-based training opportunities across our exciting range of social enterprises as well as a variety of vocational qualifications, pastoral and progression support and Functional Skills qualifications in English and maths.

We are looking for an English Functional Skills Tutor to join our Learning and Trainee Support Team. Our organisation offers unique employment opportunities and the chance to work with a team dedicated to improving the lives of some of Milton Keynes' most vulnerable young people. If you are interested in this role, we'd love to hear from you! Please keep reading for further information and feel free to contact us if you have any questions or would like to find out more. You can contact Laura, our Head of Learning, by email at laura.geering@mkchristianfoundation.co.uk

5. Employee Benefits

At the MK Christian Foundation, we work hard to make sure that all of our staff are valued members of our community. As a member of the Learning and Trainee Support Team, your contribution to the success of our trainees will be invaluable and we work incredibly closely as a team to share knowledge and best practise; your opinions and experience will always be taken into account when making decisions and we value the importance of collaborative working. In addition to the support from the team, the Foundation provides the following employee benefits to all staff:

- Counselling and welfare support delivered by an external provider
- Staff discount on most services provided by our social enterprises
- Discounts and offers on a wide range of external products and services
- Opportunities for your own CPD
- Holiday allowance 30 days in year one, including 8 days for public holidays (pro rata for part time), rising on service
- An extra day off for your birthday!

6. Purpose:

The purpose of this post is to:

To support young people (16-25 years of age) to successfully develop their Functional Skills in English and gain qualifications. Learning will be in groups of 2-6 young people.

Care

Learn

Create

Recycle

Grow

Gather

Feed

Restore

7. Key Targets

Trainee success	Evidenced progression against stretching targets and qualification achievement
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8. Main Responsibilities

To identify learning needs of trainees

- Carry out initial and diagnostic assessments tests
- Contribute to the preparation and review of EHCPs
- Review skills gaps and discuss with trainees
- Develop and agree individual Functional Skills learning plans for all trainees
- Identify and support special educational needs
- Provide learning aims for entry on to administrative systems

To deliver engaging and effective learning sessions to meet trainee's learning needs

- Work with small groups of trainees
- Produce schemes of work that meet the needs of the curriculum, awarding body requirements and identified needs of trainees
- Keep abreast of best practise and innovative approaches for the teaching of Functional Skills
- Plan and create lesson plans for each learning session and that address individual learning needs, especially those with special educational needs
- Review and continuously improve all learning sessions

To monitor Trainee's progress in Functional Skills

- Keep trainee progress reports up to date, tracking progress against sessions delivered
- Meet with trainees and staff regularly to discuss progress and encourage trainees to self-reflect and set targets
- Update learning plans, ensuring that targets are always relevant and stretching
- Track progress using spreadsheets
- To provide year-end analysis of trainee performance in Functional Skills

To maintain all necessary administration to ensure the efficient delivery and accreditation of Functional Skills and maximise success rates

- Create and monitor Functional Skills achievement statistics
- Provide reports as requested on trainee progress and achievement

To support exam administration

- Identify trainees ready for examinations
- Ensure the appropriate management and invigilation of the exam process
- Secure exam papers and deliver promptly for marking
- Carry out exam marking as appropriate

To promote continuous quality improvement of our Functional Skills delivery and our Functional Skills outcomes

- Mark Functional Skills exam papers
- Contribute to the organisation's Self-Assessment Review

- To maintain an awareness of good practice in order to develop high standards of teaching and learning
- To contribute in meetings, discussions and observations led by either internal quality monitoring processes or external regulators such as examination boards and Ofsted

To support Social Enterprise and other staff to embed Functional Skills in the daily activities of the commercial and Trainee Support activities

- Have a good overview of the activities of the organisation’s social enterprises
- Identify embedded Functional Skills activities within the enterprises and other learning activities
- Support staff to develop skills that will enable them to develop trainee’s Functional Skills in the workplace

9. General Responsibilities

- To participate in parent engagement sessions and promotional activities
- To use information technology where appropriate
- Attend staff meetings as required.
- Ensure the Health and Safety and Safeguarding of all trainees under responsibility
- Maintain positive, professional relationships with all staff
- To actively promote diversity and equality of opportunity
- Encourage good relations with the local community
- Effectively represent and promote the Foundation, its vision, values and personality
- Take appropriate responsibility for discipline
- Maintain professional standards of conduct and confidentiality at all times
- Such other tasks as may from time-to-time be requested by the Director
- Be proactive in identifying opportunities for extending our work

10. Person Specification

Skill or attribute	
Experience of teaching functional skills	E
Teaching or training qualification	E
English at least at L3	E
Awareness of Safeguarding and Prevent expectations	E
Experience of working with trainees with special educational needs	E
Understanding of EHCP processes	D
IQA qualification	D
Good communication skills, confident in relating effectively to a wide range of people	E
Good administrative skills	E
Flexible and good at working under pressure	E
Strong team player	E
Positive, creative and solution focussed	E

- (E) Essential
(D) Desirable