###### Maths or English Essential Skills Tutor Team Lead

**JOB DESCRIPTION**

**Location: 200 Springfield Road, Belfast, BT12 7DB**

**Hours : 37 hours**

**Salary: £33,024 pa**

**Responsible to: Programme Manager**

**ROLE OVERVIEW:**

To assist in the management and coordination of quality procedures within the Essential Skills Team. To ensure a coordinated and consistent approach is followed within the Essential Skills for staff and learners. To adhere to and achieve the highest quality and compliance and standards and develop a strong reputation for Springvale.

We are looking for a dynamic and experienced Maths Essential Skills Tutor

to support our Apprenticeship and Skills for Life delivery throughout N. Ireland. We are seeking candidates who are passionate and have the drive and motivation to help learners to progress in their careers, increase their employability and support their personal development. The ideal candidate will have a strong background in essential skills, experience of teaching, and have strong organisational and communication skills to inspire and educate learners.

The purpose of this role is to develop the necessary competence of learners through the effective provision of high-quality training. To work in line with current guidelines and procedures to meet the requirements for the Department for Employment and Learning, the Education and Training Inspectorate, ISEF Standards and the various awarding bodies.

**MAIN DUTIES OF POST HOLDER:**

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* To sustain expected levels of performance in accordance with internal standards relating to learner retention, success, and progression.
* To design lesson plans and schemes of work appropriate to qualification being delivered.
* To maintain optimum occupancy numbers in line with the programme targets.
* To initially assess and record learner’s skills, abilities, and experience.
* To prepare an individual training plan for each learner.
* To deliver practical and technical learning sessions to learners.
* To monitor, review and record learner progress while learning
* To undertake personal training as necessary to maintain high quality standards of work.
* To produce internal and external reports as required.
* To develop relationships with key partners and other external organisations as required
* To carry out such other relevant or related duties as may be required by management.
* To maintain effective working relationships with all internal departments
* Liaise with employers and apprentices to schedule sessions in the workplace.
* To perform other duties as required by management.

*The above reflects the main elements associated with this position. It is not intended to be exclusive or exhaustive and may be subject to adjustment in accordance with organisational change.*

**Key Tasks:**

To assist management as required in the following areas:

1. Coordinate the Services subjects through team meetings, Case Conference and 1:1 meetings with staff reporting to line manager.
2. Improve and monitor attendance, retention, achievement and progression across the Services subjects reporting to the line manager.
3. Ensure high levels of coordination in the Services subjects to achieve the IQA and EQA approval.
4. Ensure the Services subjects have adequate equipment, SOW and lesson plans are available, and maintain teaching and learning to a consistently high standard.
5. Drive the use of ICT throughout the Services subjects for all students in a contextualised and relevant approach.

###### Maths and English Essential Skills Tutor Team Lead

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable |
| Qualification/**Attainments** | * Must be qualified to the levels set out in the Department for the Economy’s Circular ES 01/12: ‘Qualifications Required to Deliver Essential Skills in NI’. This circular can be downloaded at <https://www.economy-ni.gov.uk/publications/es-0112-qualifications-required-deliver-essential-skills>.
* Maths and English GCSE Grade C or higher (or recognized equivalent)
* ICT literate
 | * Able to demonstrate knowledge of and practical implementation of the Training Cycle
* Previous experience
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| Relevant Experience | * Knowledge and competence in awarding body records and certification methods
* Use of innovative learning methods including ICT
* Relevant experience
* Ability to engage with and motivate learners to learn to their full capability.
 | * Experience working in the employability sector
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| Special Aptitudes | * Excellent planning and organisation skills
* Ability to communicate effectively with learners and of all levels and backgrounds
 | * ESOL experience
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| **Attributes** | **Essential Criteria** | **Desirable Criteria** |
| **Qualifications** | Degree level or equivalent education | Management qualification Assessors Award D32/A1 D33/A2Internal Verifiers Award D34/V1 or V2 |
| **Experience** | A thorough practical knowledge and understanding of teaching and learningHave a proven track record for high impact tutoring and high student placement rates within a tutoring / Professional and Technical Area. Have a proven track record of retention, achievement, and progression within a tutoring / Professional and Technical Area. At least 3 years’ experience of participating in EV activities.5-8 years teaching experience  | Work in a disadvantaged areaCurriculum development experience Experience as an Assessor and Internal Verifier  |
| **Skills & Competencies** | Ability to manage productive relationships with individuals and in groups  Excellent communication skills, both written and verbalExcellent organisational skillsIT competent in Microsoft Office Ability to prioritise and manage a busy workload  | Ability to write training programmes  |
| **Personal** | Extremely organised and pro-active Demonstrate the ability to work independently and unsupervised, to use initiative to identify forward plans, prioritise and monitor work to meet agreed objectivesAbility to work under pressure Ability to problem solve and provide support to others  |  |
| **Equality** | Ability to demonstrate awareness and understanding of inclusion, diversity, and other people’s behaviour, physical, social, and welfare needs |  |
| **Health and Safety** | Able to demonstrate a clear understanding of the commitment to Health & Safety and a willingness to undertake training to enable the implementation of procedures. Able to apply it effectively with students and staff. |  |

**Team Lead Person Specification**

We reserve the right to apply further criteria in order to facilitate effective short-listing in the event of a high number of applications.

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