

**Job Title: Study Programme English Tutor**

**Department/Team: Skills for Life**

**Salary: £26,000 – £28,000 depending on experience**

**Reporting to: Skills for Life Manager**

**Responsible for: No-one**

### **Job Purpose**

To provide English support to Study Programme learners to enable them to achieve the Functional Skills qualification.

### **Key Duties/Responsibilities**

1. Deliver high quality English sessions for learners across the Study Programme.
2. Be involved in preparing schemes of work, lesson plans and related resources as required, mapping all relevant documentation to the Subject Content Statements.
3. Make reasonably practicable efforts to remove any barriers to learning which are affecting the learner's progress.
4. Enable learners to develop their English skills by ensuring that all work is marked and constructive feedback is given.
5. Carry out assessments (entry level) as per the requirements of the awarding organisation.
6. Maintain communication with:
  - learners between visits to support independent learning eg setting independent tasks and providing meaningful feedback.
  - all parties involved with the learners eg Study Programme Tutor and Work Experience Officer.
7. Adhere to the observation schedule and ensure that observations are carried out on time. Also, to reflect on feedback and complete actions.

8. Have knowledge of and work towards the ETF Professional Standards.
9. Attend all training as required and keep abreast of all new developments re Skills for Life/Functional Skills.
10. To work to NLTG's Equality and Diversity and Health and Safety Policies, ensuring that all accidents involving learners are reported and actioned as per the required procedures.
11. Adhere to NLTG's Safeguarding policies and procedures and undertake any Safeguarding training as required, reporting all safeguarding issues to the designated person.  
Recognise, record and report allegations/disclosures of Safeguarding including concerns with regard to Prevent in line with NLTG Safeguarding procedures
12. Proactively promote learning opportunities when in companies.

### **Other Information**

**Place of Work:** Bradshawgate House

**Working Hours:** 35hrs/week (Monday to Friday)

**Probationary Period:** 12 months

### **Safeguarding Children and Vulnerable Adults Statement**

Adherence to NLTG safeguarding policies and procedures including recognising, recording and reporting of allegations / disclosures in line with training and arrangements detailed within NLTG Terms and Conditions Handbook.

### **Training and Performance Monitoring**

Initial Training Plan details training and developmental activities with mentor assigned to oversee progress. Employee will have minimum of 2 performance reviews per annum with at least 1 interim update of progress.

### **Received copy of Job Description**

Name (Print):

Signed:

Date:

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