

## Job Description

Job title	Functional Skills Trainer
Reports to	National Training Manager
Rate of pay	£25,000 per annum starting salary
Benefits	Performance related bonus
Hours	37.5 hours per week
Location	Surrey/Sussex
Primary purpose	<p>To plan and deliver Functional Skills interactions associated with learners and staff on courses within agreed subject areas. This includes the development of the learning experience, its delivery, assessment and the progress of learners on the course.</p> <p>To provide high quality education and training for learners needing to develop their Functional Skills, as part of their main vocational studies.</p> <p>To assist in the development and delivery of new courses with Functional English, mathematics and ICT.</p>

### Principal duties:

1. To deliver high quality learning with successful outcomes related to functional English and maths, meeting the needs of learners and organisational priorities.
2. To develop and implement programmes of embedded learning which provides learners with functional skills relevant to their vocational and employment needs.
3. To contribute to the broader delivery of Functional Skills learning, through additional (support) teaching of Functional maths, English, ICT, employability and/or life-skills.
4. To advise and mentor vocational tutors on the embedding and assessment of functional skills, as taught in their vocational programmes.
5. To support vocational tutors in the development of their own Functional Skills.

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6. To actively embrace and sell Functional Skills, so that it becomes embedded within the organisation's culture.
7. To produce and maintain up to date learning resources, including lesson plans and schemes of work in collaboration with other team members and vocational tutors.
8. To mark and assess learner's work, contributing to internal standardisation and assessment moderation processes.
9. To initially, formatively and summatively assess learners on their apprenticeship programme in relation to their Functional Skills qualifications.
10. To interview learners, carry out assessments and actively participate in the advice and guidance processes of learner recruitment and enrolment, whilst agreeing an appropriate learning plan to support their functionality in English, maths and ICT.
11. To document learning and learner progress through the use and maintenance of ILAs, course and learner folders, and other learner tracking systems.
12. To offer/refer pastoral and tutorial support to learners.
13. To maintain other records, contributing to evaluation, review and quality improvement systems, as required by the organisation and its funding bodies.
14. To liaise with programme managers, trainers and pastoral support regarding functional skills delivery, in order to best support learners across a range of courses, including, where applicable, work based learning.
15. To undertake an induction and any other training identified as relevant to the effective running of learning programmes.
16. To contribute to the organisations programme of enrichment activities for its learners.
17. To monitor and follow up concerns about learners' attendance, progress and support needs.
18. To attend team meetings and make an active contribution in team activity, including assisting in the process of developing new and existing materials to meet learner functional skills needs.
19. To attend and contribute to departmental and quality improvement meetings.
20. To contribute to quality improvement by participating in at least one policy or quality improvement steering group.
21. Establish precise learning objectives, content and clear learning outcomes for all teaching undertaken.
22. To support learners to access appropriate functional skills learning programmes using a range of diagnostic tools and assessment methods.
23. To develop appropriate delivery methods to meet the individual needs and learning styles of learners.
24. To cover the duties of other tutors, as necessary.
25. To keep the Training Manager informed about any concerns, intended changes or developments in delivering courses.

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It must be understood that every employee has a responsibility to ensure that all work undertaken is carried out in a way that complies with the company's policies, procedures, quality standards and codes of practice. This includes an obligation to show due regard for Health, Safety and Safeguarding, Equal Opportunities, confidentiality and the highest standards of customer care. Where the post will involve working within the regulated activity of clients and/or involve contact with children or vulnerable adults, Progress to Excellence Ltd will be required to complete a criminal records check through the Disclosure & Barring Service (DBS).

All employees are also expected to actively participate in performance reviews, the identification of their own training needs and attendance at any appropriate training events.

Person specification	
Commitment	<ul style="list-style-type: none"> <li>• Commitment to the Company's values and standards including safe and healthy working practices, equal opportunities and dignity and respect at work.</li> <li>• Willingness to be flexible in approach to work and travel.</li> <li>• Positive attitude to work and taking instruction from others.</li> <li>• To developing self through training.</li> <li>• To work in line with the Common Inspection Framework.</li> <li>• Time keeping and attendance.</li> <li>• Strong commitment to equality of opportunity, dignity and respect at work and appreciation of diversity</li> <li>• Commitment to working in a way that promotes safety, health, safeguarding and preservation of the environment.</li> <li>• Cover a wide geographical area (aim to keep within a 2-hour radius of home address).</li> <li>• To enable learners to develop through embracing, utilising and embedding learning technologies into plans for learning.</li> </ul>

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<p>Experience</p>	<ul style="list-style-type: none"> <li>• Working in a fast paced training environment.</li> <li>• Understanding of Functional Skills delivery and SASE framework requirements within the specified sectors.</li> <li>• Achieving results through others.</li> <li>• Examination processes.</li> </ul>
<p>Essential attributes</p>	<ul style="list-style-type: none"> <li>• Working as part of a team.</li> <li>• Strong customer focus.</li> <li>• Manage changing priorities.</li> <li>• Problem solving.</li> <li>• Strong communication skills, written and verbal.</li> <li>• Analyse information and identify issues.</li> <li>• Draft and present clear and concise reports and structure information into a logical sequence</li> <li>• Create and maintain professional and productive relationships</li> <li>• Accuracy and attention to detail</li> <li>• Effective oral/written communication skills.</li> <li>• Effective numeracy skills.</li> <li>• Flexible approach to work.</li> <li>• Ability to work under pressure and to tight deadlines.</li> <li>• Hold a full clean driving licence.</li> </ul>
<p>Qualifications and training</p>	<ul style="list-style-type: none"> <li>• Commitment to CPD/professional development/safeguarding.</li> <li>• L5 Diploma in Education and Training /Cert Ed/PGCE or equivalent with subject specialism in English/maths/ESOL or willingness to work towards.</li> <li>• GCSE Grade A*-C in English and maths, or equivalent.</li> <li>• GCSE Grade A*-C in ICT, or equivalent.</li> </ul>

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