



## Job Advert

### Education and Functional Skills Tutor

Vacancy Reference No: 67

#### Job Purpose:

Sheffield Wednesday Community Programme is seeking to employ an Education Tutor & Functional Skills Tutor to contribute effectively to the successful learning experiences of students in the programme through effective teaching that meets or exceeds education standards and results in high levels of student retention and achievement.

#### General Responsibilities

- To teach and co-ordinate, with funders, Functional Skills both English and maths.
- To teach on Sport study programmes (BTEC and NCFE) ranging from levels 1-3 and to be the personal tutor for select cohorts.
- Organise suitable guest speakers, educational visits and work placements to enhance student experience.
- Ensure an engaging and motivating learning experience for students through successful teaching and personal tutoring. These should be to the standard of funders and Ofsted.
- To make a significant contribution to curriculum development and course co-ordination.
- To teach on programmes in other service delivery areas as may be reasonably required.
- To contribute effectively to the team's collective responsibility for:
  - ✓ Marketing activities
  - ✓ Regular meetings
  - ✓ The induction of new members
  - ✓ Planning, designing and up-dating the programme and its materials and activities
  - ✓ Delivering the programme
  - ✓ Creating and maintaining course and student records and associated administration
  - ✓ Recruitment and interviewing of students
  - ✓ The assessment of students
  - ✓ Monitoring student progress
  - ✓ The evaluation of the programme
  - ✓ Identifying personal and professional development needs
  - ✓ Developing and maintaining links with employers
- To offer students a high quality learning experience to achieve the goal or qualifications for which they are studying.
- To teach effectively on a range of courses and programmes.
- Work positively and collaboratively with colleagues to ensure that students have the best opportunity to flourish and succeed
- Ensure that appropriate challenging student targets are effectively set and monitored
- To develop course materials, schemes of work, lesson plans etc. and make these available through the shared information system.
- Systematically improve the quality of learning activities, ensuring that they meet quality standards and result in improving student success rates



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- To contribute to the organisational requirements.
- To carry out all duties and responsibilities with due regard to Equal Opportunity Policies and Health and Safety policies
- Course management
- To undertake liaison, administrative, tutorial and pastoral duties for one or more groups of full-time or part-time students.
- To work with others to develop existing and new programmes.
- To work co-operatively with the Curriculum Managers and colleagues to achieve objectives.

#### **Qualifications**

- Degree in Sport or Physical Education.
- Teaching qualification e.g. PGCE, Level 5 Diploma in Education & Training.
- Driving license.
- Basic First Aid Training.
- Safeguarding Certificate

#### **Experience**

- Teaching experience in the 16-19 age group.
- Teaching experience of English and Maths
- Understanding of every Child Matters
- Evidence of CPD.
- Completing schemes of work and lesson plans.
- Assessing learning using a range of methods.
- Experience in quality assurance procedures including internal verification.

**Closing date:** Friday 19<sup>th</sup> July 2019