

Freelance Functional Skills Tutor

We are currently recruiting for an **English and Maths Tutor (Functional Skills)** to teach up to Level 2. You will be a strong communicator with a passion for the subject, be proactive and actively invested in the progress and achievements of our students.

- Applicants will be required to deliver Functional Skills in English and Maths to students aged 14+ who are participating in a range of Beauty Therapy training programmes.
- Support for students will be provided in a classroom environment.
- You will also be required to support our training staff in embedding literacy and numeracy within their lesson plans and up-skilling them in the latest relevant teaching methodology.
- Applicants will be qualified to a minimum of level 2 functional skills English and Maths or equivalent and will also need to have a teaching qualification.
- An Enhanced DBS certificate will be required
- Computer literate, confident using Microsoft Word and PowerPoint

Key Responsibilities will include:

- To deliver Functional Skills English and or Maths at Level 1 and Level 2.
- To provide 1:1 or small group support where necessary
- To diagnose learners literacy and numeracy needs and requirements by using teaching aids
- To produce Functional Skills Delivery plans to review them termly, to include assessment plans and feedback
- Accurate recording and filing of student work including monitoring progression, achievement and attendance
- To prepare and develop innovative sessions, design and deliver group activities to achieve positive outcomes
- To liaise with relevant key personnel to ensure learners achieve their target whilst on the programme
- To complete a full diagnostic assessment of learner's literacy and numeracy levels
- To develop an appropriate Learning Support Delivery Plan with clear teaching and learning aims based on the Initial Assessment and Diagnostic results
- To develop a scheme of work with individual learners to address their weak areas to enable them to successfully complete the literacy and numeracy as part of the programme
- Work closely with Beauty therapy trainers to ensure the Functional Skills is linked to and supports all other elements of the programme
- Ability to engage and communicate effectively with young people, employers, managers and other professionals
- To participate in staff development programmes and team activities, including the regular updating of skills and qualifications, to satisfy both the requirements of continuous professional development and to meet the operational needs of Y.O.U.R Beauty School (YBS), awarding bodies and legislation

- To maintain continuous membership of professional bodies as required by legislation and/or Y.O.U.R Beauty School and maintain occupational competences
- To assist with enrolment, open days, marketing, induction, course review and evaluation activities as required
- To work with YBS staff, agencies and professionals as appropriate, where Safeguarding issues occur
- To act as a course tutor assisting in the recruitment, selection and induction of students and the maintenance of records and reports
- To participate in sharing of best practice initiatives and to cooperate with activities to improve quality standards as set by the YBS
- To participate in the development, administration and marking of exams and other assessments
- To actively promote equality of opportunity for staff and students and external stakeholders at all times
- To undertake any other such duties and responsibilities, which may fall within the spectrum of the role
- To ensure compliance with the Data Protection Act 2018
- To comply with the YBS' published policies, in particular those regarding Health and Safety, British Values & Prevention Duties, Safeguarding and Equal Opportunities.

Knowledge/Skills/Experience

Essential

- Have a minimum of level 2 functional skills English and Maths or equivalent
- Experience in delivering Functional Skills Level 1 and Level 2 Qualifications in English and Maths

Hold a relevant teaching qualification:

- Minimum Level 3 Award in Education & Training, PTTLs or equivalent;
- Ability to demonstrate knowledge and understanding of Numeracy & Literacy delivery

Job Type: Freelance Part-time

Salary: £13.00 to £16.00 /hour

Experience: Teaching 2 year (Required)