

## JOB ADVERT

<b>JOB TITLE:</b>	<b>Functional Skills Tutor</b>	<b>DURATION:</b>	Open-ended
<b>EMPLOYER</b>	Cherith Simmons Learning & Development LLP	<b>WORKING HOURS:</b>	As required, we currently have ~20 learners.
<b>LOCATION:</b>	Remote/virtual with occasional onsite face-to-face in the UK	<b>EXPECTED START DATE:</b>	ASAP
<b>POSITION TYPE:</b>	Zero-hours contract with work assigned as it arises.	<b>SALARY:</b>	Negotiable.

### APPLICATIONS ACCEPTED BY:

Please email your CV to: [fatima.mccarthy@cherithsimmons.co.uk](mailto:fatima.mccarthy@cherithsimmons.co.uk)

**Subject Line:** Functional Skills Tutor  
Please include a cover letter.

**For more information, you may also telephone: 01932 856 565**

### SUMMARY INFORMATION

Established in 1989, Cherith Simmons Learning & Development designs and delivers accredited leadership and management development across all sectors directly and via government funded programmes, not only in the UK, but worldwide via Distance Learning. The company has a record of solid results and innovation in delivering real change in organisations and individuals and is focussed on exciting expansion plans with world leading partners in education and development.

Due to continued success, the company is seeking an engaging, energetic and passionate Functional Skills Tutor to join our qualified and experienced team.

You will be responsible for teaching and assessing Entry Level to Level 2 Functional Skills Maths and English to a range of learners and providing feedback on their progress as well as keeping their profiles and files up to date. You will act as a mentor and a guide to our learners, offering them information, advice and guidance as needed.

As an experienced and qualified Tutor, you will work with our learners to support them in achieving their qualifications. Your ability to contextualise teaching and learning of Maths and English will be the key to your success. Applicants need to use innovative methods to make the delivery of these subjects' fun and engaging. Good time management and planning skills are essential, with a can-do attitude to manage your own workload.

You will be joining a hardworking, professional, friendly, and diverse team that is one of the best in the business.

### JOB DESCRIPTION

#### Functional Skills Tutor

You, the accredited Functional Skills Tutor must:

- Provide 1:1 support to learners either face-to-face, online or by phone, with detailed written feedback that affirms achievement and identifies any additional requirements.
- Hold regular progress reviews with the Centre and learners, providing specific feedback and individual action plans if necessary.
- Promote Equality & Diversity/ British Values/ Safeguarding & Prevent/ Health and Well-being with all learners and support the Centre Lead to conduct inductions if necessary.
- Work with others to ensure the standardisation of assessment practice and outcomes.

## QUALIFICATIONS

### **The ideal candidate will be able to demonstrate:**

- Teaching qualifications at a minimum Level 3 Education and Training or above and hold a Level 2/ GCSE qualification in English and Mathematics.
- At least 2 years' experience of online delivery and assessment of Functional Skills training to learners in adult education and an enthusiasm for teaching people of various ages and mixed abilities including learners with English as their second language.
- Passion and empathy for supporting learners to achieve and progress, experience in offering individual support and differentiation, with a commitment to CPD.
- Strong written and verbal English language communication skills, with the ability to provide supportive and comprehensive feedback to learners.
- Excellent organisational & time management skills, and attention to detail.
- The ability to work on own initiative, in a fast-paced environment, and to develop good working relationships/rapport, be self-motivated and versatile.
- Good general level of ICT skills including Microsoft Office.
- If based in the UK, you must have the right to work in the UK.

## BENEFITS TO THE CANDIDATE

- Remote/ Work from home opportunities and at your own pace.