

Job Description

Job title	Functional Skills Tutor
Line manager	Alison Curry
Responsible for (direct reports)	n/a
Date of creation or review	17/09/2024

Main purpose of the job

- Maintain the highest level of professionalism with particular regard to the safeguarding of students at Ruskin College and to always act in accordance with the College's values and safeguarding policies and procedures
- Maintain and co-ordinate course records, progression documents and collate schemes of work and lesson plans
- planning, preparing and delivering active and engaging lessons
- preparing teaching materials focused on Functional Skills
- ensuring all planning and teaching is inclusive and addresses the needs of the individual learner
- pay due attention to the principles of effective learning such as ICT developments, learning styles, equality of opportunity, differentiation and support for students with learning difficulties, differences and/or abilities
- creating a welcoming environment for learners from a range of educational and cultural backgrounds
- checking and assessing learners' needs and adapting course content as required
- maintaining a register of attendance and building excellent professional relationships with students from highly diverse backgrounds
- recording achievement and progression results throughout the course
- maintaining accurate records of progression and ensuring evidence is provided both internal and external moderation
- effective and efficient marking assignments in line with College guidance
- supporting both internal and external moderation
- writing assignment briefs and ensuring they meet the specified criteria for assessment
- ensuring learners are well-prepared for their next steps
- being held accountable for student success
- holding their own professional development in high regard.

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within which the post holder is expected to operate. This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of Ruskin College. Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing. This job description is correct at September 2024. It will be updated in consultation with the post holder as circumstances change.

Key areas of responsibility

- Teaching and assessing Functional Skills students
- Delivering high quality teaching and learning of theory
- Providing lesson support to students so as to maximise achievement and continuous improvement

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Safeguarding Statement

Ruskin College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Data Protection and Confidentiality

All staff are responsible for ensuring that any personal data which they hold is kept securely; personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised third party; and personal data is only used for the purpose for which it is being held.

Equality, Diversity & Inclusion

It is the responsibility of the post holder to promote and recognise the importance of equality, diversity and inclusion in all day-to-day activities.

Health and Safety

The post holder will be required to:

- Promote health, safety and welfare throughout the College.
- Undertake their duties and responsibilities in full accordance with the College's Health & Safety Policy and Procedures.
- Take responsible steps to safeguard their own safety and that of others with whom they work.

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	Degree or equivalent relevant higher qualification in subject(s) specific to Politics and Political History	Essential			
	Teaching Qualification	Essential			
	Assessor and Verification awards	Desirable			
	GCSE maths and English grade A – C or equivalent	Essential			
	Evidence of Professional Development and continuous updating of skills and knowledge	Essential			
Knowledge and experience	Experience of successful Functional Skills teaching and assessing experience	Desirable			
	Experience of teaching Further Education	Desirable			
	Experience of quality processes and procedures and working with awarding organisations	Desirable			
	Experience of contributing to course design, curriculum development and programme managing	Desirable			
	Experience of tutorial and student support process	Desirable			
	Knowledge of equal opportunities issues	Essential			
	Knowledge of trends and initiatives within the Further Education sector	Desirable			
Specific skills to the job	Knowledge of IT and its use in the curriculum	Desirable			
	Self-motivated and committed to high quality	Essential			
	Commitment to team working	Essential			
	Strong personal commitment to the college	Essential			
	Commitment to achieving excellent through continuous improvement	Essential			
	Ability to work flexibly to meet college requirements	Essential			
	Resilient and adaptable to change	Essential			

Other					

Disclosure and Barring Scheme Is a DBS Check required: DBS (This post requires an enhanced DBS check)

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

Demonstration: Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.