

Job Description

Job title	Functional Skills Maths and/or English Tutor
School / department	Study Support Team – Functional Skills
Rate	£51.20 per hour
Line manager	Head of Study Support
Responsible for (direct reports)	N/A
Date of creation or review	01/05/2025

Main purpose of the job

The University of West London are looking for additional experienced tutors to support with the delivery of our Functional Skills provision. We deliver English and Maths Functional Skills courses at Level 1 and Level 2 and we are seeking experienced tutors who can teach either English or Maths, or both subjects.

The successful candidate(s) will join our team and deliver engaging and effective Functional Skills courses via live online delivery.

As an established Functional Skills provider consistently achieving pass rates above the national average, we are now seeking to expand our provision and continue to build on our successful Functional Skills programme.

As a Functional Skills Tutor, you will be responsible for delivering high-quality, nurturing, and supportive online instruction to adult learners in cohorts of up to 20 learners, helping them to develop their skills and achieve their Level 1 and Level 2 Functional Skills qualifications.

The tutor is also responsible for creating resources, maintaining attendance records, tracking learner progress and reporting this to the Functional Skills Lead, and for taking an active role in monitoring and evaluating the quality of the delivery. Occasional meetings with the Functional Skills Lead and Head of Study Support, and regular communication should be expected.

This successful candidate(s) will be employed on an hourly paid lecturer basis. Working hours are variable and will depend on the scheduling of online courses. Our 6/7-week 60-hour courses are delivered regularly throughout the year and tutors are contracted on a course-by-course basis based on demand.

Timetables vary to suit the needs of our learners, and classes primarily take place during evenings, and weekends.

As courses are currently delivered remotely, via online teaching platforms, experience and confidence around online teaching is essential.

Key areas of responsibility

- Develop comprehensive schemes of work, lesson plans, instructional materials, and assessments for Functional Skills courses.
- Deliver 60-hour Level 1 or Level 2 Functional Skills courses that are dynamic, interactive and engaging, that cater to a diverse group of adult learners, fostering a positive and inclusive online learning environment.
- Utilise a range of teaching techniques and tools to accommodate different learning styles and abilities in an online setting.
- Provide clear explanations of concepts, ensuring students grasp fundamental principles and can apply them practically.
- Offer personalised support and guidance to learners who require additional assistance, using online communication methods to facilitate their learning journey effectively.
- Evaluate student performance through online assignments and quizzes and provide timely and detailed feedback.
- Maintain accurate records of online student participation, progress, and performance, and submit necessary reports to the Functional Skills Lead.
- Collaborate with colleagues virtually to share best practices, contribute to online curriculum development, and enhance the overall quality of the courses.
- Keep up to date with developments in the field of Functional Skills and online education, integrating relevant updates into the online course content.
- Attend periodic standardisation, review, and curriculum development meetings with the Functional Skills team.
- Ensure adherence to established online teaching policies, procedures, and quality standards.
- To work in accordance with UWL's equality and diversity and safeguarding policies.

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.

Dimensions / background information

Functional Skills sits within the Study Support Team which currently has 11 Full Time staff, with 2 dedicated to Functional Skills provision. Currently, there are 3 tutors who deliver Functional Skills maths and English courses.

The Study Support Team also deliver a Peer Mentoring service, Pre-sessional English courses, and Study Skills Support services to current students.

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	Undergraduate degree in either Mathematics, English Education, or a related field.	Essential	X		
	Recognised teaching qualifications.	Essential	X		
	Postgraduate Degree	Desirable	X		
Knowledge and experience	Proficiency in utilising online teaching platforms and digital tools to enhance the virtual learning experience.	Essential	X	X	X
	Proven experience in teaching Functional Skills Level 1/2 to groups of adult learners.	Essential	X	X	
	Experience of teaching in an online setting	Desirable	X	X	
	Experience of working within a Higher or Further Education environment.	Desirable	X		
Specific skills to the job	Expertise in creating schemes of work, engaging online lesson plans, instructional materials, and assessments.	Essential	X	X	X
	Strong organisational skills to manage course schedules, and digital administrative tasks.	Essential	X	X	
	Ability to adapt online teaching methods to accommodate diverse learning styles and abilities.	Essential	X	X	
	Empathetic, non-judgmental and sensitive to the needs of students.	Essential	X	X	X
General skills	Excellent communication and interpersonal skills to effectively engage and motivate online learners.	Essential	X	X	X
	An understanding of the	Essential	X	X	

	importance of confidentiality and safeguarding.				
	Ability to work independently and as a team while showing accuracy and good attention to detail.	Essential	X	X	
Other	Commitment to working with a diverse student population and strong cultural awareness with an understanding of, and commitment to, equal opportunities.	Essential	X	X	
	A commitment to always meeting professional standards when interacting with students and staff.	Essential	X	X	
	Available to deliver teaching during weekday evenings, and on weekends	Essential	X	X	

Disclosure and Barring Scheme Is a DBS Check required: DBS (This post does not require a 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.

¹**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.

²**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.