

Role Description and Person Specification Functional Skills Tutor

Role Description

Principal objectives

To support Mathematics, English and ICT learning and teaching across the College

Main responsibilities and Role description

- support the learning of individual students/ small groups in Mathematics, English and ICT between pre-entry and Level 2
- prepare students for functional skills assessments;
- conduct initial and diagnostic assessment in Mathematics and English and ICT
- support other tutors in developing and using embedded learning aims in mathematics and English;
- oversee assessment and progress tracking via RARPA for functional skills;
- develop and use projects for small student groups which embed functional and independence skills;
- support students and tutors in using ICT to enhance learning and independence skills;
- develop resources to enable students to access the curriculum.

Health & Safety

- Assist in achieving and maintaining good safety standards for all aspects and areas of work. Refer to our Health & Safety Policy and Risk Assessments for activities, students and colleagues.

Equality, Diversity and Inclusion

- Be aware of and work in accordance with our principles of Equality and Diversity, as set out in our EDI Policy.

The Mount Camphill Community

Person specification/personal qualities and skills

Qualifications and training	Essential	Desirable
PGCE, Certificate in Education, or Level 5 Diploma relevant to teaching in the Lifelong Learning sector	<input checked="" type="checkbox"/>	
Level 4/5 teaching qualification(s) in a specialist area Literacy, Numeracy	<input checked="" type="checkbox"/> Training can be commenced on appointment	
Experience and qualifications in Steiner Waldorf education		<input checked="" type="checkbox"/>

Knowledge and experience	Essential	Desirable
Experience of working with young adults with learning difficulties		<input checked="" type="checkbox"/>
Experience teaching in the lifelong learning sector		<input checked="" type="checkbox"/>
Experience and relevant knowledge in providing specialist support in English and mathematics to learners with learning difficulties	<input checked="" type="checkbox"/>	
Experience of student progress tracking and reporting		<input checked="" type="checkbox"/>
Experience of setting and monitoring individual aims, goals and targets	<input checked="" type="checkbox"/>	
Experience in college or school management and/or administration		<input checked="" type="checkbox"/>
Knowledge of dyslexia support methods		<input checked="" type="checkbox"/>
Experience in supporting other teachers/tutors in working effectively with learners who have special educational needs		<input checked="" type="checkbox"/>
Knowledge of Makaton		<input checked="" type="checkbox"/>

Personal qualities	Essential	Desirable
An interest in, and willingness to engage with, the underlying philosophy of the community and the Camphill ethos	<input checked="" type="checkbox"/>	
Commitment to Safeguarding principles	<input checked="" type="checkbox"/>	
Commitment to Equality, Diversity and Inclusion	<input checked="" type="checkbox"/>	
Ability to work collaboratively	<input checked="" type="checkbox"/>	
Ability to communicate clearly and appropriately on many different levels, with internal colleagues and external stakeholders and commissioners	<input checked="" type="checkbox"/>	
Ability to take initiative, and seek direction when necessary managing the prioritisation of own workload, working to externally imposed deadlines when required	<input checked="" type="checkbox"/>	
Flexible, adaptable, warm and positive approach	<input checked="" type="checkbox"/>	
Openness and willingness to self-reflect	<input checked="" type="checkbox"/>	
Reliable and resilient attitude	<input checked="" type="checkbox"/>	
Willingness to participate in mandatory trainings as necessary	<input checked="" type="checkbox"/>	
Willingness to engage with future personal and professional development which may be required	<input checked="" type="checkbox"/>	

The Mount Camphill Community is committed to safeguarding and promoting the welfare of our vulnerable students (children and young adults), and expects all staff and volunteers to share this commitment