



Job Description Functional Skills Tutor/Assessor

Responsible to: Acting Head of Business

Location: Based at PGL Sites

Job Purpose: To provide an outstanding learner experience through delivery, monitoring and follow up.

Main Responsibilities:

- Identify individual needs, support and deliver Functional Skills in English, Mathematics and ICT to learners on apprenticeship and traineeship programmes. Delivery may be in groups/classroom or on a 1:1 basis, depending on client needs;
- Undertake regular reviews of candidates' progress;
- Report on learner tracking and achievement in a timely manner;
- Monitoring registers for classroom delivery;
- Following up on learner absence for classroom delivery;
- Development of suitable training/assessment resources to meet sector needs and new qualifications;
- Liaise with colleagues regarding learner progress and contributing to the review process;
- Ensure that a timely assessment of work with comprehensive feedback to learners is completed;
- Assist the recruitment team with marketing for the Business department including attendance at PGL Open Events and External Careers Events;
- Monitoring and supporting e-learning through Dynamic Learning and One-File.

Key Skills:

- Experience of delivering training both in a classroom environment and in the workplace including functional skills to Level 2;
- Excellent organisational and time management skills;
- Excellent communication skills at all levels;
- Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults;
- IT Literate, including the use of e-portfolio systems;
- Full driving licence.
- Essential: Functional Skills Level 2, TAQA, A1 or D32/33; Teaching Qualification.
- Desirable: IQA Award, V1 or D34.

This job description does not represent a finite list of duties and you may be called upon to undertake further duties or additional duties not already mentioned but in accordance with your post as Functional Skills Tutor/Assessor. This job description does not represent a Contract of Employment.