**Job Description** Employability/Functional Skills Tutor/Assessor

**Responsible to:** Director

**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;
* Delivery of employability training such as CV and cover letter writing, interview techniques and role play;
* Undertake regular reviews of candidates’ progress;
* Mentor learners to prepare them for the work place;
* Support job search activities;
* Report on learner tracking and achievement in a timely manner;
* Monitor registers for classroom delivery;
* Follow 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 contribute to the review process;
* Ensure that timely assessment of work with comprehensive feedback to learners is completed;
* Monitor and support 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 Employability Functional Skills Tutor/Assessor. This job description does not represent a Contract of Employment**.**