



MK Christian Foundation
Growing people and community through social enterprise

JOB TITLE: Functional Skills Assistant Tutor in English

- 1. Hours:** Part time (15 hours a week – Tuesday and Thursday)
- 2. Salary:** £9,200 (£23,000 FTE)
- 3. Responsible to:** Laura Geering, Head of Learning.

4. Organisational background and information:

The MK Christian Foundation is a post 16 training provider which prides itself on its dynamic approach to teaching and learning. We offer work-based training opportunities across our exciting range of social enterprises as well as a variety of vocational qualifications, pastoral and progression support and Functional Skills qualifications in English and maths.

We are looking for a Functional Skills Assistant Tutor in English to join our Learning and Trainee Support Team. Our organisation offers unique employment opportunities and the chance to work with a team dedicated to improving the lives of some of Milton Keynes' most vulnerable young people. If you are interested in this role, we'd love to hear from you! Please keep reading for further information and feel free to contact us if you have any questions or would like further information. You can contact Laura, our Head of Learning, by email at laura.geering@mkchristianfoundation.co.uk

5. Employee Benefits

At the MK Christian Foundation, we work hard to make sure that all of our staff are valued members of our community. As a member of the Learning and Trainee Support Team, your contribution to the success of our trainees will be invaluable and we work incredibly closely as a team to share knowledge and best practise; your opinions and experience will always be taken into account when making decisions and we value the importance of collaborative working. In addition to the support from the team, the Foundation provides the following employee benefits to all staff:

- Counselling and welfare support delivered by an external provider
- Staff discount on most services provided by our social enterprises
- Discounts and offers on a wide range of external products and services
- Opportunities for your own CPD
- Holiday allowance 28 days in year one and 32 days in subsequent years. Pro rata for part time
- An extra day off for your birthday!

6. Purpose

The purpose of this post is to:

- Support our trainees to reach their full potential by developing their English skills and helping them to achieve qualifications.

Care

Learn

Create

Recycle

Grow

Gather

Feed

Restore

- Work closely with the Learning and Trainee Support team to develop our Functional Skills offer.
- Provide trainees with a refreshing approach to tutoring English in a way which engages them and builds confidence.
- To plan and deliver small group activities with a focus on practical learning with links to both our local community, social enterprises and, of course, the Functional Skills curriculum.

7. Main Responsibilities

- To work closely with the Functional Skills Lead and Head of Learning to plan and deliver engaging and purposeful small group sessions which target the individual needs of our trainees in their journey towards achieving their English qualifications.
- To develop an adaptive and reflective teaching style to meet the requirements of all of our learners and to take initiative when needed.
- To ensure that all trainees are stretched to meet their full potential.
- To monitor trainee progress and provide regular feedback to the Functional Skills Lead and Head of Learning.
- To engage with the trainee Progress Review Meetings process, providing feedback and, where possible, attending meetings.
- To work together with the wider team of professionals supporting our trainees to keep abreast of best practice and to understand the needs of the individual learners.
- To work empathetically with trainees who have additional learning needs or specific barriers to learning.
- To provide timely and meaningful feedback to the trainees to help them continue to make progress.
- To keep trainee attendance records up to date and to work closely with the Safeguarding and Welfare team wherever necessary.
- Utilise lesson plans for each learning session.
- Provide reports as requested on trainee progress and achievement.
- To keep abreast of the latest teaching requirements of the Functional Skills framework, attending CPD courses where appropriate, and to take responsibility for developing own skills and knowledge.
- Foster positive, mutually respectful, professional relationships with all of our trainees in order to create a safe and positive environment in which they can thrive.
- To follow internal processes for record keeping and trainee disciplinary.

8. General Responsibilities:

- To use IT systems where appropriate.
- Attend staff meetings as required.
- Engage with CPD opportunities.
- Ensure the Health and Safety and Safeguarding of all trainees under responsibility.
- Maintain positive, professional relationships with all staff.
- To actively promote diversity and equality of opportunity.
- Encourage good relations with the local community.
- Effectively represent and promote the Foundation, its vision, values and personality.
- Take appropriate responsibility for discipline.
- Maintain professional standards of conduct and confidentiality at all times.
- Such other tasks as from time-to-time may be requested by the Director or Head of Learning.

- Be proactive in identifying opportunities for extending our work.
- Cover holiday leave or sickness where required.

9. **Person Specification:**

Skill or attribute	
Experience as teacher, trainer or TA	E
English to L2	E
A passion for enabling young adults to fulfil their potential	E
Experience of working with young people with a SEND	D
Awareness of Safeguarding expectations and an Enhanced DBS (the Foundation will provide this)	E
Good administrative and IT skills	E
Flexible and good at working under pressure with an adaptive and proactive attitude to work	E
Strong team player	E
Positive, creative and solution focussed	E
Excellent verbal and written communication skills	E
Empathetic and able to use initiative	E
Will work to our professional Code of Conduct at all times	E
Qualification in Education and Training	D

- (E) Essential
 (D) Desirable