

Job Description

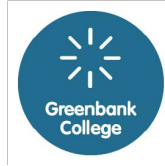
Job Title:	English Tutor
Salary:	SCP 24 – SCP 27 (£21,962 to £24,174)
Responsible to:	Curriculum Manager
Hours	40 hours per week (including a daily one-hour paid lunch)
Job Location:	The main place of work is Greenbank, Greenbank Lane, Liverpool L17 1AG. The post holder may be required to work in different locations from time to time.

Job Purpose

To provide excellent teaching and learning for English. To support initial assessment, teaching performance, learner achievement, attendance and retention, target setting, resource development and other quality measures as required by awarding bodies, funders and inspection bodies.

Main duties:

- To deliver English curriculum from entry level to Level 2 (GCSE)
- Responsible for the development of high-quality lesson plans, schemes of work and tutorial resources for use within the English team.
- To adapt and provide user-friendly resources that are suitable for SEND and non-SEND learners for the delivery of English courses.
- To teach and assess students in accordance with Awarding Body Guidelines; liaising with the appropriate Awarding Body as and when necessary, ensuring compliance with their policies/procedures.
- Ensure adherence to an efficient student tracking system in compliance with Greenbank's quality systems and funding body guidelines. Monitoring student attendance, retention and achievements providing accurate management information as and when required.
- To undertake administrative duties, maintaining confidential records, monitor, review and evaluate work in line with quality standards.



- To provide support to vocational tutors to embed English into their curriculum
- Comply with all of Greenbank's policies and procedures and legislative requirements.
- Required to work as part of a team, sharing resource development and promoting good practice; attend team and staff meetings as required
- Required to carry out other duties as assigned by Greenbank's senior management team.
- Assist with marketing, recruitment and enrolment/induction activities including taster events, moving on events and open evenings etc.
- To always adhere to Greenbank's Safeguarding procedures
- To ensure Greenbank's code of conduct is adhered to at all times.
- To attend training courses and continuing professional development as required.

This job description is an outline of the main duties of the post. The post holder will be required to undertake other activities related to achieving the organisations objectives, as determined by the Manager. This job description may be reviewed, when necessary, in line with the development of the organisation.

Applicants should note that the successful candidate will be asked to apply to the Disclosure and Barring Service.

Further information about the Disclosure Scheme can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>



Person specification: English tutor

	Essential
Qualifications /Training	<p>GCSE Maths grade C (or above) qualifications or recognised equivalent</p> <p>A degree in English or a related subject</p> <p>Teaching qualification Cert/Ed or PGCE</p>
Knowledge Experience	<p>A track record of successful delivery of English</p> <p>Strong commitment to team working.</p> <p>Experience of young people and their related issues.</p> <p>Awareness of, and a commitment to opportunities and the recognition of diversity,</p>
Skills	<p>The ability to plan and deliver imaginative and motivational sessions with a clear focus on the needs of the individual learner</p> <p>An understanding of different learning styles and how to differentiate through various teaching methods.</p> <p>Ability to motivate self and learners</p> <p>Work effectively with wide range of staff and students and have an ability to build successful working relationships with appropriate curriculum teams</p>
Special Requirements	<p>An ability to assist the development of young disabled or disadvantaged students.</p>