

JOB DESCRIPTION

Title: Essential Skills Tutor – ICT

Responsible to: Curriculum Manager

Location: Bryson FutureSkills Offices

Main Task

To be responsible for the delivery and assessment of Level 1-2 qualifications in EST ICT in accordance with standards laid down by the Awarding Organisation. To be responsible for ensuring each Programme participant has the opportunity to achieve accreditation in Essential Skills ICT which is necessary to progress in training and work.

Outline of Duties

- To develop and demonstrate a thorough knowledge of the guidelines of training programmes designed to increase the Essential Skills of learners
- To assess individual training needs in relation to the required level of EST as part of a formal induction process
- To take appropriate action to ensure each candidate has the maximum opportunity to attain an EST qualification within his or her ability
- To prepare and maintain group and individual learning plans
- To agree and compile Assessment Plans which demonstrate how EST will be delivered and assessed at key stages
- To create and maintain a warm, welcoming and supportive environment responsive to the needs of participants with multiple barriers to learning
- To be responsible for maintaining accurate and comprehensive records of attendance and progress at Essential Skills classes
- To assist participants in identifying and recording achievements throughout their period of training
- To prepare and support participants to undertake EST tasks
- To develop a comprehensive range of training material that meet the standards of the Awarding Organisation for each specific qualification

- To provide support and guidance to participants in relation to compiling portfolios for assessment
- To develop curriculum enhancements within vocational cluster model
- To monitor the progress of participants in order to complete review reports and to provide feedback to participants
- To liaise closely with Vocational Tutors and Learning Support Officers to co-ordinate the delivery of training provision for clients, focusing on the development of a range of Essential Skills
- To liaise with Mentoring and Development staff to ensure participants have maximum opportunity to progress to further training
- To take remedial action, where appropriate, to promptly address issues with learners
- To be responsible for the quality of the directed training in accordance with Awarding Organisation standards
- To take responsibility of each job function in order to act in accordance with the outlined tasks
- To participate in structured training and development activities in line with the demands of the job and objectives of the Programme
- To adhere to a Code of Practice relevant to Equal Opportunities and the promotion of social inclusion
- To work as a member of a team and undertake such duties and responsibilities that are compatible with and supportive of Bryson FutureSkills aims and objectives

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Criteria		Essential	Desirable	Tested
Qualifications / Education / Knowledge	Educated to 5 GCSE's Grade C or above (or equivalent) to include English and Maths	×		Application form
	Level 3 ICT qualification or Degree as per DEL requirements.	×		Application form
	UUJ Certificate in Teaching or equivalent		×	Application form
	A working knowledge of current Training & Employment Programmes		×	Application form/ Interview
Previous Experience	A minimum of 1 year previous experience delivering Essential Skills ICT qualifications to Level 2.	×		Application form
	A minimum of 1 year working with unemployed and young school leavers.		×	Application form / Interview
Experience Required going forward	Experience of attainment of Essential Skills ICT qualification	×		Application form
	Experience of standardisation within a working team.		×	Interview
Special Aptitudes/ Competencies i.e. Oral/ written skills	Ability to work towards targeted outcomes and deadlines.	×		Interview
	Excellent interpersonal influencing and communication skills.	×		Interview

Terms and Conditions

Length/ Type of Contract:	Permanent
Salary:	£24,829.68
Hours:	35 hours
Holidays:	20 days pro rata (year 1 increasing to 22 in year 2) plus 14 Statutory days
Probationary Period:	6 months
Notice:	1 month

All employees of Bryson FutureSkills are required to respect individuals' right to privacy, dignity, choice and independence.

This post will be subject to an Access NI check