###### Numeracy Essential Skills Tutor

**JOB DESCRIPTION**

**Location: Springvale Training Centre - Springvale Road, Belfast**

**Salary: £27,158 per annum**

**Hours : 37 hours per week**

**Responsible to: TFS Manager**

**ROLE OVERVIEW:**

The purpose of this role is to develop the necessary competence of learners through the effective provision of high quality training and assessment in numeracy, in line with current guidelines to meet the requirements for the Department for the Economy’s funded TFS and Skills for Life and Work programmes

**MAIN DUTIES OF POST HOLDER:**

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* To sustain expected levels of performance in accordance with internal standards relating to learner retention, success and progression.
* To design lesson plans and schemes of work appropriate to qualification being delivered.
* To maintain optimum occupancy numbers in line with the programme targets.
* To initially assess and record learner’s skills, abilities and experience.
* To prepare an individual training plan for each learner.
* To deliver practical and technical learning sessions to learners.
* To monitor, review and record learner progress while learning
* To undertake self evaluation of teaching and support the development of the quality improvement plan
* To undertake personal training as necessary to maintain high quality standards of work.
* To produce internal and external reports as required.
* To develop relationships with key partners and other external organisations as required
* To carry out such other relevant or related duties as may be required by management.
* To maintain effective working relationships with all internal departments

*The above reflects the main elements associated with this position. It is not intended to be exclusive or exhaustive, and may be subject to adjustment in accordance with organisational change.*

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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable |
| Qualification/**Attainments** | * Maths and English GCSE Grade C or higher (or recognised equivalent)
* Qualified according to DfC guidelines to deliver Numeracy Essential Skills qualifications
* Hold a current UK driving license
* ICT literate
 | * Able to demonstrate knowledge of and practical implementation of the Training Cycle
* Previous experience
* Ability to deliver literacy
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| Relevant Experience | * Relevant experience
* Ability to engage with and motivate learners to learn to their full capability.
 | * Knowledge and Competence in Awarding Body Records and Certification Methods
* Use of innovative learning methods including ICT
* Experience working in the employability sector
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| Special Aptitudes | * Excellent planning and organisation skills
* Ability to communicate effectively with learners and colleagues of all levels and backgrounds
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**PACKAGE:**

* Competitive salary package
* Mileage: 45p per mile
* 20 days holiday rising with length of service
* Company sick pay
* Laptop, mobile if applicable
* Flexitime
* Company pension

We reserve the right to apply further criteria in order to facilitate effective short-listing in the event of a high number of applications

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