

Job Title:	Learner Support Tutor
Reports to (job title):	Quality and Compliance Lead
Line Manager to:	• N/A

Job purpose

The Learning Enterprise (TLE) is a government approved apprenticeship training provider and therefore is the lead provider for HCRG Care Group, partners and other organisations.

The Functional Skills & Learner Support Tutor will deliver high-quality English and/or Maths Functional Skills from Entry Level 3 to Level 2, providing tailored learning and additional support to apprentices and learners, including those with SEND. The role combines teaching, one-to-one learning support, and the creation of inclusive learning plans, ensuring all learners progress and achieve their qualifications in line with apprenticeship funding rules.

The post holder will ensure accurate and timely assessment and recording of Functional Skills progress throughout the duration of an apprentice's learning journey in line with apprenticeship funding rules.

The post holder will support apprentices who have identified as having an additional learning need, creating and reviewing support plans inline with their unique learning strategies.

Base

Runcorn or aligned to a service but will be expected to travel across to national services when necessary.

Key responsibilities

- Plan, prepare, and deliver engaging English and/or Maths Functional Skills sessions (group, 1:1, virtual, workplace)
- Develop individualised resources and learning plans that meet SEND, differentiated, and inclusive learning needs.
- Use varied teaching methods to support different learning styles and abilities

- Embed safeguarding, Prevent, employability, digital skills, and wider personal development in all sessions.
- Conduct diagnostic assessments (literacy, numeracy,) and mock exams.
- Provide regular formative and summative feedback, ensuring high-quality, constructive assessment.
- Maintain accurate records of progress, attendance, achievements, and support interventions.
- Ensure learners are fully prepared for Functional Skills exams and EPA readiness.
- Create, review, and maintain learner support plans for those with additional learning needs.
- Ensure adaptive and inclusive teaching strategies are embedded throughout delivery.
- Deliver teaching aligned with the Education Inspection Framework (EIF) to ensure a high-quality learning experience.
- Attend caseload review meetings, standardisation sessions, and CPD activities.
- Use e-portfolio and CRM systems to log activity, feedback, and progress in line with funding rules.
- Contribute to curriculum development and continuous improvement.
- Identify and escalate safeguarding concerns in line with policy, ensuring timely reporting.
- To evaluate and identify own continuing professional and personal development to maintain skills and knowledge relevant to work role.

Personal Specification

Essential

- Maths and English Functional Skills up to level 2, or equivalent.
- Recognised teaching or training qualification at level 3 or above
- Experience delivering Functional Skills and supporting learners with SEND.
- Assessor qualified, A1, TAQA, CAVA, or D32, D33
- Strong administration, IT and organisational skills; confident in digital learning tools.
- Enthusiasm to get the job done well and progress.
- Right to live and work in the UK

- Understanding of safeguarding, Prevent, and inclusive practice.

Desirable

- Experience of working with BKSBS, BUD and Cognassist
- SEND-specific qualifications or neurodiversity training.
- Experience of working with City & Guilds and EQA audits
- Experience of Ofsted and a full inspection
- Quality assurance qualification