

Job Title:	Learner Support Tutor
Reports to (job title):	Apprenticeship Programme Lead
Line Manager to:	<ul style="list-style-type: none">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 post holder will plan for, teach, and support Apprentices to complete their functional skills qualifications from Entry 3 - Level 2 in Maths and/or English. They will achieve this through delivering classroom, workplace, and virtual sessions as well as through small group, individual and tailored 1-2-1 support sessions inline with the standard delivery model.

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

- Create effective schemes of work that clearly supports the learning process of individuals through their Maths and English Functional Skills and any additional learning support strategies
- Prepare and develop innovative lesson plans, designing and delivering group activities
- Diagnose learner's literacy, numeracy and ICT needs and learning requirements by using various diagnostic testing and mock tests
- Manage any attendance or behaviour issues that arise, with support from the apprenticeship programme lead
- Prepare and submit up to date assessments of learners, across all relevant activities

- Monitor and maintain appropriate learner support plans, intervention reports and functional skills progress reviews
- Follow the education inspection framework to deliver a high-quality teaching and learning experience for all learners
- Undertake qualifications where suitable as part of your own learning and development
- Take proactive approaches to ensure Safeguarding and Prevent is embedded into the delivery and ensure issues are raised accordingly, in line with Safeguarding Policy using the appropriate recording and reporting tools
- Prepare for and attend monthly caseload review meetings with your line manager
- Prepare for and attend standardisation meetings as instructed by Quality Assurance
- Ongoing management and administration tasks relating to the CRM and ePortfolio systems, including but not limited to session planning, logging results and providing feedback to learners
- Liaise with relevant team members to ensure learners achieve their targets and progress onto appropriate outcomes
- Ensure all apprentices are ready for End Point Assessment (EPA) and the Functional Skills learning journey is managed and delivered to maximize timely completion of programmes
- Share good practice and innovation with others to enhance the quality of the apprenticeships and learner experience
- 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
- Vocational experience in the area in what you are applying for (functional skills and learner support)
- Assessor qualified, A1, TAQA, CAVA, or D32, D33
- Proven ability to develop strong professional relationships with employers and learners. Motivating all parties to achieve the best outcome.
- Excellent administration, IT, and organisational skills with good experience of using MS office software.
- Comfortable working in a fast paced environment, where there is a need to be both creative, pragmatic and to sometimes “wear different hats”.

Job Description

- Enthusiasm to get the job done well and progress.
- Right to live and work in the UK
- Ability to work effectively as a member of a team

Desirable

- Experience of working with BKS, BUD and Cognassist
- Neuro diversity champion
- Experience of working with City & Guilds and EQA audits
- Experience of Ofsted and a full inspection
- Quality assurance qualification