

Learning Support Tutor - Functional Skills

Skills For Security

Warrington WA1

Remote

£25,000 - £27,000 a year - Full-time, Permanent

The Company:

Skills for Security are the largest fire and security apprenticeship training provider in the UK. Delivering high quality training to over 400 apprentices from across England and Scotland participating in four different programmes. As a sector skills body, Skills for Security liaise with key industry bodies to develop apprenticeships that are fit for purpose.

Skills for Security's objective is to increase apprenticeship participation through the delivery of high-quality learning and teaching; engagement with key stakeholders and raising awareness of the fire and security industry.

Hybrid working is offered for this role. The nature of the role requires presence at our Head Office in Warrington on a regular basis, but at other times you will be able to complete your work remotely. We recognise the benefits and importance of an environment that supports flexible working and are open to conversations throughout the application process.

The Ideal Candidate

You should be energetic, professional, remain calm under pressure, work independently using your own initiative and be able to adapt to change easily. Above all, this role requires an individual with the knowledge and skills to support learners on our programmes to achieve their potential.

The post holder will:

Provide mentoring and support to learners to ensure they have the best opportunity to achieve their programme of study through delivering an embedded Functional Skills curriculum and creating Learner Support Plans for those participating in CognAssist.

Key Responsibilities:

Functional Skills

- Complete Initial/Diagnostic Assessment with learners using the BKSB platform
- Set and monitor targets on BKSB

- Develop Functional Skills curriculum and lesson plans in line with course criteria and OFSTED requirements
- Plan and deliver functional skills sessions as scheduled
- Assess the learners' Speaking & Listening using Highfield Assessment's criteria
- Updating learners' e-portfolio in relation to achievement of Functional Skills
- Embed Functional Skills into all programmes delivered by Skills for Security
- Provide statistics on completion of assessments

CognAssist

- Explain the concept of neurodiversity assessment to new learners at induction
- Complete Initial Assessments with learners and write Learning Support Plans
- Follow up on any reasonable adjustments required by learners
- Liaise with Learner Engagement Officers on new learners who match following induction
- Support existing learners to complete their monthly tasks
- Provide a report to management on the completion of monthly tasks by learners for funding purposes.

British Values

- Embed into all programmes delivered
- Promote safeguarding, prevent, British values, equality and diversity

Personal Development

- Attend standardisation meetings and maintain up-to-date CPD
- Commit to understanding market trends and needs with regards to Functional Skills
- Complete quarterly observations and self-reflection activities

Duties applicable to all staff working at Skills for Security

- Assist students according to need, when and where appropriate
- Excellent written and verbal communication skills

- Computer literate with a good working knowledge of Office 365
- A commitment to Equal opportunities, Safeguarding, Cultural Diversity, Health and Safety, plus the welfare of self and others.
- Comply with policy and procedures in relation to Safeguarding and the Prevent agenda
- Ensure that all students are safe, happy and successfully complete their programme of study
- Good understanding of Ofsted and the Education Framework Inspection
- Able to succeed in a performance-targeted environment
- Ability to work effectively with a wide range of stakeholders
- Self-motivated and able to work on your own initiative
- You may be required to undertake such other duties as may reasonably be required of you, commensurate with your grade, at any of the sites used by Skills for Security.

Specific Knowledge/Skills/Experience required for the post

- Level 3 or above Teaching Qualification
- Experience of creating materials, delivering and assessing Functional Skills, especially via Highfield Assessment
- Knowledge and experience of working in the apprenticeship and/or traineeship sectors
- Experience of working with ASN and ALN learners and using the CognAssist platform
- Experience of using an LMS, in particular OneFile

Benefits:

- Company pension
- Life insurance
- Work from home

Schedule:

- Monday to Friday

Experience:

- Functional Skills: 1 year (required)

Work authorisation:

- United Kingdom (required)