

Functional Skills Tutor – part time, home based

Role Description



Channel Training

Channel Training is the UK outdoor sector's specialist Apprenticeship Training Provider. We believe that by providing high quality training pathways in Outdoor Learning through Apprenticeships we can support employers in maintaining a dedicated and skilled workforce.

Our Apprentices work as Outdoor Instructors in outdoor activity centres across England. The Functional Skills Tutor is central in supporting these learners, line managed by the Lead Tutor and the Apprenticeships Programme Manager and working with Administration Staff.

This role is flexible and responsive to learner and employer needs. It is expected to be conducted almost entirely online and via telephone and email communication. It suits a home-worker with good time management skills and creative approaches to online working and communication.

You

You relish challenge, love working with a diverse range of people and constantly strive to improve. You have a creative streak and are excited about developing new concepts and promoting our work. You are committed to our values and are passionate about how basic learning skills change lives. You are an experienced and thoughtful practitioner with current practice in Functional Skills delivery.

You have modern high-level skills in ICT, communication, literacy and numeracy. You are proficient in both online and face to face communication. You enjoy meeting new people and building relationships.

You show a well-developed understanding of the importance of literacy and numeracy in life and are able to relate this to the outdoor sector and the role of the Outdoor Instructor.

The Role

Key Responsibilities

- Training and support for Apprentices in Maths and English, including Additional Learner Support
- Programming of training and support in liaison with the Lead Tutor and Programme Manager
- Managing and resourcing training and support activities
- Recording, administration and support for all FS provision using OneFile and NCFE e-learning platforms, telephone, email, Zoom online meetings and face to face visits as required
- Reporting to the Apprenticeship Programmes Manager and contributing to the ongoing quality assurance and audit requirements of the business
- Working closely with the Apprenticeships Administrator in all aspects of the role
- Supporting the team in the smooth running of the business and responding flexibly and creatively to opportunities and challenges
- Attending online and face to face meetings as required to facilitate the above
- Managing own time effectively to meet learner needs
- Working remotely, flexibly and consistently without direct supervision
- Operating within the company's Safety Management and Safeguarding requirements

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Client Care

- Contributing to quality improvement in Apprenticeship delivery and customer service
- Being accountable for learner progress and meeting support needs
- Being accountable for the timely completion of FS exams
- Building and maintaining close relationships with employers and learners
- Being a role model in all aspects of professional practice
- Promoting the company and its work through the consistent use of branded communications, clothing, resources and activities

Skills and Occupational Requirements

- Ability to show a comprehensive and effective understanding of combined approaches to teaching, coaching, facilitating, instructing and assessing
- Hold a recognised learning / training / teaching qualification (eg L3AE&T, QTS)
- Hold a current assessor qualification (eg TAQA L3, L3AAVRA, L3CAVA)
- Can evidence current and sufficient experience of training and assessment in the workplace
- Demonstrate well developed ICT skills and show competence with e-portfolios and online communication
- Have significant experience of working within the sector
- Hold a full UK driving licence and have own vehicle insured for business use and appropriate for the role
- Have personal PC / laptop and communication devices and skills appropriate for the role

Behaviours and Attributes

- Drive, determination and real passion for outdoor learning
- Professional, self-motivated and able to contribute towards a positive team working environment
- Alignment with the company's purpose, values and ways of working
- Well organised and efficient with the ability to manage own time effectively and independently
- Confident, strong communicator who is articulate and empathetic
- Ability to work cross-functionally and collaboratively

Remuneration

- £28k per annum pro rata for 0.1FTE role
- Mileage paid at £0.32 per mile
- Allowable expenses paid
- Company clothing provided