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**JOB TITLE: Maths/English Functional Skills Peripatetic Delivery Officer**

**The Organisation**

Springboard is a registered charity which aims to support the development of sustainable communities, where people have the skills they need for work and life.

With over 40 years of leadership in the sector the organisation provides a wide range of training and community development programmes across the north east of England. Springboard currently has a full time staff complement of more than 80 and operates a wide range of employee development opportunities.

Springboard is an Investor in People, holds the Matrix Award for IAG and is a Disability Confident Employer.

**Position Summary**

An exciting opportunity has arisen at Springboard to appoint an outstanding classroom tutor. You will be able to demonstrate innovative/creative teaching as well as have high expectations for learner achievements. .The suitable candidate will possess a level 4/5 maths or English subject specialism qualification or have an A level in maths or English or a maths/English related qualification. They will hold a teaching qualification and have at least three years teaching experience with at least two years proven maths and English classroom delivery experience of Functional Skills up to level 2.The successful candidate will be expected to work across our delivery sites within the organisation depending on need and as timetabled. They will be able to teach, assess and support learners in accordance with national guidelines and standards. They will review and evaluate learner training performance and reporting as appropriate. They will assist in the tracking of learners, have ability to plan own work load, carry out duties in accordance with Quality Systems and Procedures currently in force throughout Springboard Sunderland, contribute to the maintenance of an efficient and safe environment within the guidelines of Springboard Sunderland’s policies on Health and Safety, Equal Opportunities and other policies. They will have previous experience of working with young people and adults. They will possess excellent interpersonal skills including communication and team building, possess up to date IT skills and demonstrate ability to work as part of a team.

Specific elements of work for individuals are detailed in the attached job description.

**Conditions of Employment**

Position: **Maths/English Functional Skills Peripatetic Delivery Officer**

Responsible to: Maths/English Lead

Salary range: £21,332 - to £25,110

Hours: 37 hours per week

Contract Term: Non temporary

Location: Sunderland

Leave: 28 days per annum, subject to local conditions, plus statutory holidays

All posts will be subject to DBS check. A copy of our Ex Offender recruitment policy and Equal Opportunities policy will be included in the recruitment pack.

The following list of duties and responsibilities must be taken as a guide and is not intended to be comprehensive.

**Key responsibilities and accountabilities**

Tutor, assess and support learners in accordance with national guidelines and standards  
• Coordinate and supervise training activities including the maintenance of individual  
assessment records and administration relevant to the process described above  
• Work in different Springboard locations depending on need and as timetabled  
• Assist in course development and review, including liaison with awarding bodies  
• Assist the Maths and English Lead to develop and advise on strategies for  
success with learners to develop a cohesive approach to Skills for Life throughout the organisation  
• Review and evaluate learner training performance and reporting as appropriate  
• Liaise with placement providers and other Springboard staff regarding learner progression  
• Advise and support work based assessors or designated link persons in the Skills for Life agenda  
• Assist in the tracking of learners  
• Assist in marketing the project within the community while always working in the best  
interests of Springboard promoting and maintaining its goodwill at all times  
• Assist in the development of new initiatives as part of the ongoing commitment to the quality and progress of Springboard Sunderland  
• Carry out duties in accordance with Quality Systems and Procedures currently in force throughout Springboard Sunderland  
• Contribute to the maintenance of an efficient and safe environment within the guidelines of  
Springboard Sunderland’s policies on Health and Safety, Equal Opportunities and other policy guidance

**PERSON SPECIFICATION**

**Essential**

Essential SkillsQualified in level 4/5 literacy or numeracy subject specialism or A level in either maths or English or a maths/English related subject  
Teaching qualification

Three years proven teaching experience   
Two years proven functional skills experience in maths and English up to level 2

Knowledge of current government initiatives in Skills for Life  
High personal English and maths skills  
Previous experience of working with young people  
Initiative and ability to plan own workload  
Ability to deliver key objectives within agreed timescales  
Excellent interpersonal skills including communication and team building  
Good presentation skills  
Up to date IT skills  
Good attention to detail  
Ability to work as part of a team

Desirable Experience and Abilities

Qualified in level 4/5 literacy and numeracy subject specialism or A level in both maths or English or a maths/English related subject

Proven teaching experience in the FE or training sector

Proven adult teaching experience of ICT, employability and CSCS card

Experience of SEND teaching

Knowledge on the new functional skills reforms to be introduced in September 19  
TDLB/A/TAQA Units  
Ability to identify and develop training opportunities  
Knowledge and experience of current government programmes in training  
Evidence of successful liaison with external agencies

Job Type: Full-time

Salary: £21,332 - to £25,110 per year (depending on experience, knowldge and qualifications)

**Closing date Friday 20th September**