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Charity No. 273924



## Fairfield Trust Job Description and Person Specification

Job title: <b>Functional Skills- Maths/English Tutor</b>	
<b>Please indicate on your application form if you have a preference for Maths or English</b>	
Work base: <b>Fairfield College, Dilton Marsh</b>	Team: <b>Education</b>
Hours of work: <b>36.25 hours per week</b>	Salary range: <b>£33,458.75</b>

### Safeguarding

Fairfield Trust is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Trust agreed child and adult protection procedures will be followed.

All posts involving direct contact with young people, children and vulnerable groups are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Ministry of Justice website](#)

This role involves regulated activity, a DBS check will be required before appointment is confirmed.

### Job context and purpose

Fairfield Trust is a local independent Charity, the core business areas are: an independent specialist college for young people with learning difficulties and disabilities; residential and care services and a series of commercial ventures; including a pub, an animal park, a café and shop.

The Trust's mission is: **To enable young people to live and work without barriers**

Our 5 agreed values are:

- Teamwork:** We hold ourselves and each other to account, and are better when we work together
- Compassion:** We act with trust, honesty and kindness in everything we do
- Inclusion:** We treat each other fairly and with respect
- Innovation:** We encourage thoughtful, creative and aspirational ideas
- Pride:** We encourage each other to be proud of who we are and what we do

We are looking for a strong and experienced tutor to join our team. The ideal candidate will be conversant with the Functional Skills curriculum and able to deliver Functional Skills (Maths and/or English) to a range of young people between Entry Level and Level 2. The main qualification offered is BTEC Pearson Functional Skills. This role will also include being a personal tutor to a group of learners. There is an expectation that you will contribute to planning, quality assurance and also the annual review process, including monitoring and tracking progress using digital tools.

You will have experience of working with a range of young people and be able to demonstrate highly skilled and creative learning opportunities that are highly personalised.



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You should have a track record of achieving excellent outcomes in teaching. You must be able to lead and develop the curriculum area in line with latest government policy. You will be responsible for evidencing learner progress and outcomes.

Additionally, you will be self-motivated and able to work independently, prioritising your workload. You will work as part of the Learning Team which consists of teaching and learning support staff. The post reports to the Education Manager.

You will be required to work 38 weeks during term time every year between 01 September and 31 August. You will not be required to work outside term dates.

### Main duties

- To prepare and deliver high quality Functional Skills sessions across the college. This is currently offered by BTEC
- Plan for highly structured teaching, use visual and strategies to engage young people proactively in learning
- To carry out administrative and recording tasks related to the curriculum area, in line with college quality policy and procedures
- To assess students who are on admissions placements in line with college admissions policy and procedures
- To develop appropriate teaching and learning materials and resources to support learning within the specific curriculum area
- To develop and ensure appropriate assessment of students' work in accordance with college and awarding organisation standards
- To work alongside the Examinations Officer in the coordination and leading of exams
- To keep abreast of new developments in the subject area, including links to employment and ensure that the delivery of the subject reflects current industry practice
- To be responsible for recording and monitoring student start points and student progress throughout the programmes of study delivered via college systems and processes
- To be responsible for student outcomes across the curriculum area including success, retention and achievement outcomes
- To work as part of a multi-disciplinary staff team to ensure that students gain the maximum benefit from their programme of study at the college
- To act as personal tutor for a group of students in line with requirements of the college tutorial policy
- To work at all times within the framework provided by the College's policies and procedures
- To be fully conversant with and implement the college's Safeguarding policy and procedures to ensure the health, safety and welfare of all learners and staff
- To attend staff meetings and mandatory staff training and development days to ensure that the college continues to maintain the standards required by its various funding bodies
- To liaise effectively with managers and staff across the college, to ensure that a high-performance culture pervades the organisation and underpins the values and aims of the organisation



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- To liaise with non-teaching staff for record keeping, particularly linked to student tracking and budgetary and financial aspects of the curriculum area
- Work with managers to ensure that policies and procedures are regularly updated and meet the needs of the organisation
- Any other duties which may reasonably be requested

### Supervision/management of people

Not applicable

### Contacts and relationships

The post holder will report to:

- Education Manager

### What we offer - Employee Benefits

- There is a pension scheme available for eligible staff
- Free entry to Fairfield Animal Centre for 2 adults & 2 children
- 10% discount at The Weavers pub
- Discounted staff lunches in the Student Canteen (College Site)
- Specsavers Eyecare Vouchers
- Training & Development opportunities

### Information technology

Daily use of electronic devices and computers which will require excellent ICT skills. This will include using, Microsoft Office packages (Word, Excel, Access, PowerPoint, Publisher, Outlook) SchoolPod (MIS), web-based software, Evidence for Learning and interactive learning tools.

### Financial responsibility

The post holder will have direct responsibility for the resources budget for the curriculum area.

The post holder must always ensure effective use of resources and value for money is secured for the Trust.

### Health and Safety

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions. You will be responsible for risk assessing, reviewing and monitoring all aspects of your work.

### Equality and Diversity

All staff are required neither to discriminate against nor harass or victimise: colleagues, suppliers or third parties at work. All staff are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.



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## Records management

All staff are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information. You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy, and promptly reporting all breaches, or potential breaches of security to the Principal.

## Other duties

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.

## Authority to work in the UK

You must have the legal authority to work in the UK. You must have the relevant approval to work in the UK from the UK Border Agency or relevant documentation. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen.

## Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
<b>Alignment With our values</b>	Commitment to demonstrating the organisations values and behaviours in their work:  <b>Teamwork:</b> We hold ourselves and each other to account, and are better when we work together <b>Compassion:</b> We act with trust, honesty and kindness in everything we do <b>Inclusion:</b> We treat each other fairly and with respect <b>Innovation:</b> We encourage thoughtful, creative and aspirational ideas <b>Pride:</b> We encourage each other to be proud of who we are and what we do	



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<b>Qualifications or equivalent level of skill or knowledge</b>	<ul style="list-style-type: none"> <li>• Recognised post 16 full teaching qualification or equivalent (i.e. BA Ed/QTS/PGCE etc)</li> <li>• Subject based qualifications to at least level 3 such in a relevant subject (Maths/English)</li> </ul>	<ul style="list-style-type: none"> <li>• PECS</li> <li>• Makaton</li> <li>• Attention Autism</li> <li>• Augmentative technology</li> <li>• Communication skills</li> <li>• Widget or social stories</li> </ul>
<b>Experience of</b>	<ul style="list-style-type: none"> <li>• Recent experience of delivering Functional Skills up to and including level 2</li> <li>• Teaching in a range of settings</li> <li>• Planning and leading on assessment such as external examinations or external verification</li> <li>• Differentiating and adapting learning for young people to maximise engagement</li> <li>• Assessing criterion-based qualifications</li> <li>• Usings software linked to setting, monitoring and tracking learner progress and outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Working with SEND learners</li> <li>• Working within the requirements of funding/monitoring bodies in residential specialist colleges e.g. Ofsted and CQC</li> </ul>
<b>Management of people</b>	<ul style="list-style-type: none"> <li>• Ability to offer guidance and support to other staff members</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• To be highly personable with excellent communication skills</li> <li>• To show an understanding of the importance of working within strict Health and Safety guidelines</li> <li>• Ability to work as part of a multi-disciplinary team and on own initiative</li> </ul>	
<b>Personal qualities and motivation</b>	<ul style="list-style-type: none"> <li>• To be honest, trustworthy and reliable</li> <li>• Highly motivated and able to motivate others</li> <li>• Able to work with a variety of colleagues and clients from different professions and backgrounds</li> <li>• A willingness to undertake further professional training if required</li> </ul>	
<b>Literacy, numeracy and IT</b>	<ul style="list-style-type: none"> <li>• Level 3 or equivalent in English and Maths</li> <li>• ILT literate</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Displays a commitment to the protection and safeguarding of young people and registered with appropriate professional and safeguarding bodies</li> <li>• Takes action and raises concerns</li> <li>• Forms appropriate relationships and maintains professional boundaries at work</li> <li>• Works within organisational policies, procedures and guidance at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Up-to-date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children and vulnerable adults</li> </ul>



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Suitability of shortlisted candidates will be assessed at interview using a combination of values-based recruitment techniques; a formal interview and/or a supervised observation or practical session where applicable.

Should you require any reasonable adjustments to the application process, please speak to a member of the HR team.

**Interviews will take place week commencing 20<sup>th</sup> May 2024**

**We would welcome applications made using our online application form, which is available at [www.ffc.ac.uk](http://www.ffc.ac.uk).**

**Please note that we will not accept CVs.** All applications must be made via an online application form available on our website [www.ffc.ac.uk](http://www.ffc.ac.uk)

*This vacancy will remain open until sufficient applications have been received, we reserve the right to close the advert early if sufficient applications have been received.*

Successful applicants will ideally take up the post from September 2024

***Fairfield Trust is an Equal Opportunities employer  
A charity for the advancement of education for young people with learning disabilities***

This job description and person specification updated April 2024