

July 2018

Dear Candidate,

### **Full-time Functional Skills English and Maths Tutor**

My name is Clare Richards and I am the Chief Executive of the ClementJames Centre. We are looking for a high-calibre candidate to join our staff team as an adult learning tutor. The ClementJames Centre is an award-winning charity that provides programmes that address underachievement and social exclusion. We support nearly 3,000 children, young people and adults each year to release their potential. We have four main programmes:

Adult Learning – Supporting adults to improve their English, Maths and ICT skills. We offer a wide range of Functional skills courses and intensive literacy and numeracy support

Children & Young People's Education – Helping children and young people to learn, flourish and achieve their potential. We provide academic support, mentoring, intensive literacy and numeracy support and aspirational activities

Employment Support – Helping people to gain meaningful and sustainable employment. We offer tailored advice and support, mentoring and work skills activities.

Wellbeing & Support – Empowering people to overcome barriers and challenges and to engage with their own wellbeing. We do this through the provision of Information, Advice and Guidance, and wellbeing support and activities

We are currently in the middle of an exciting 5-year expansion and development plan, and we are looking for a highly motivated tutor to join our adult learning team in September 2018. The successful candidate will be employed to deliver and assess Functional Skills English (FSE) and Functional Skills Maths (FSM) classes. Our expanding adult learning programme supports over 300 local adults each year through a range of programmes designed to improve their English, ICT and Maths skills and increase their employability and involvement in the community.

If you are an outstanding tutor, have a full UK teaching qualification in the Further Education sector and a minimum of 2 years' experience delivering and assessing ESOL or Functional skills at various levels; have excellent written and verbal communication skills and are passionate about helping people achieve their potential, then The ClementJames Centre can offer a supportive staff team, and a varied and interesting role which supports hundreds of people each year.

The adult learning tutor will be based at our thriving centre and will have responsibility for working both individually and as part of the adult learning team with the management and 3 other adult learning tutors to plan and deliver the adult learning programmes. You will also have passion and enthusiasm for the mission of The ClementJames Centre.

The salary is £22,500 per annum, the hours of work are 37.5 hours per week (to include 22 teaching hours per week) and annual leave is according to state school holidays in Kensington & Chelsea. We offer a generous pension scheme, travelcard loan, cycle to work scheme and an induction programme.

If you wish to apply, please email your application to [jobs@clementjames.org](mailto:jobs@clementjames.org) by **9am on Monday 30<sup>th</sup> July 2018**. If shortlisted, you will be invited to a selection day on a mutually agreeable date, with the role commencing in **September 2018**. If you would like to find out further information about the charity do look on our website: [www.clementjames.org](http://www.clementjames.org).

Thank you very much for your interest in this role and in our charity.

Yours sincerely,  
Clare Richards MBE  
**Chief Executive**

# Job Description and Person Specification



## Full-Time Adult Learning Tutor

PLACE OF WORK	95 Sirdar Road, London W11 4EQ as well as some outreach offsite
SALARY	£22,500
HOURS OF WORK	37.5 hours a week (to include 22 teaching hours a week) Monday to Friday during school term-time. Some additional weekend & unsocial hours will be required. Time off in lieu will be awarded in accordance with our policy document.
HOLIDAY	State school holidays (in line with the Royal Borough of Kensington & Chelsea)
MANAGEMENT	This position will be line-managed by the Adult Learning Manager.
QUALIFICATIONS	<p>A level 5 or above UK teaching qualification (e.g. Cet. Ed, PGCE or DTLLS) OR a minimum a full level 4 UK teaching qualification (e.g. CTLLS) and commitment to achieving a level 5 qualification OR educated to degree level with considerable proven teaching experience in Adult and Community Learning (ACL) or Further Education (FE) sector.</p> <p>A minimum of 2 years delivering ESOL or FSE, FSM at Entry Level 1- Level 2, preparing, entering and assessing students for ESOL or FSE/FSM exams. A track record of good – outstanding teaching. Ideally QTLS or QTS and other relevant qualifications to teach numeracy, literacy or ICT.</p>
EXPERIENCE	Excellent inter-personal; excellent written English, Numeracy and IT. skills; extremely efficient organisation skills; an outstanding teacher; creativity and innovation.
QUALITIES TRAINING	There is an initial induction period and on-going CPD support.
APPLICATION	By application form only; CVs are not an acceptable alternative.
CLOSING DATE	<b>9am, Monday 30<sup>th</sup> July 2018.</b> We suggest applicants submit in good time because late applications will not be considered.
START DATE	September 2018
SELECTION PROCESS	<b>To be agreed.</b>

## Who are we looking for?

The applicant must:

- Have a minimum of 2 years teaching experience of ESOL or Functional Skills at various levels in the FSE and FSM sector
- Be able to carry out effective planning, monitoring and evaluation of courses
- Demonstrate experience of teaching FSE and FSM to a high standard through a 'Good' or 'Outstanding' teaching observation record
- Have a degree or equivalent and have (or be working towards) a full UK teaching qualification in the Further Education sector, or equivalent
- Have excellent written, verbal communication, numeracy and ICT skills and be able to produce and present reports to a variety of audiences
- Demonstrate a high level of computer literacy
- Be able to use their own initiative, and to organise and prioritise their workload
- Be able to meet deadlines and work under pressure
- Be able to identify and implement changes in existing systems
- Be able to maintain excellent working relationships with colleagues and students
- Demonstrate awareness of and commitment to the safeguarding and promotion of welfare of children and vulnerable adults, according to the charity's ethos
- Be committed to the provision of a quality service and the implementation of quality improvements
- Demonstrate awareness of and commitment to valuing equal opportunities and diversity
- Be ambitious to learn about the voluntary sector, project delivery and project development
- Be committed to taking a full and active role in the life of the charity and be committed to its aims and values
- Have a flexible approach to work and be able to work flexibly throughout the week/over the year by prior agreement

## What will your main duties be?

- To work as a member of the Adult Learning Team, taking a full part in the organisation, planning and delivery of the FSE and FSM classes
- To support the manager with the Adult Learning programme operations.
- To take responsibility for marketing activities, including liaison with outside organisations.
- To take responsibility for Health and Safety, carrying out the required administration (including monitoring and Ofsted and RARPA) and ensuring we run a safe and stimulating programme
- To plan independently in compliance with the ESOL/ FSE and FSICT curriculum and to work creatively whilst exercising initiative and contributing own materials
- To attend regular training and continuous professional development courses
- To regularly carry out and keep records of initial and diagnostic assessments
- To devise schemes of work and lesson plans for own courses
- To devise Individual Learning Plans with students
- To keep meticulous records of attendance
- To input student and attendance data into the internal database
- To collect, present and maintain feedback forms, samples of learners' work, samples of formative and summative assessments, termly figures (progression routes and achievement grids), and end of course reviews
- To update and maintain Adult Learning displays, publicity and resources
- To develop basic and appealing study packs/worksheets
- To organise extra-curricular activities
- To be familiar with and understand the necessary regulations and legal requirements, including Safeguarding Adults, Equal Opportunities, Health & Safety and Working with Vulnerable Groups
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post
- There will also be the opportunity to work on centre-wide projects together with staff from other delivery teams

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of his/her job. The ClementJames Centre is an evolving organisation and therefore changes to the employee's duties may be necessary from time to time.