

Position Title:	Functional Skills Tutor incorporating ALN/ASN
Position Salary Range:	
Reports To:	Managing Director
Place of Work:	Primary Location – LHAA Academies
Role Profile:	<p>Role Summary</p> <p>The post holder will:</p> <ul style="list-style-type: none"> • Manage the process and delivery of the Functional Skills (FS) at levels 1 and 2 to all students at the LHAA. • Support the induction process and manage the learner profiles using BKSb for both maths and English • Provide diagnostics and support for learners that have been identified as ALN/ASN and manage the administrative and reporting associated with these learners, as required by the SFA <p>Functional skills tutors should operate at Grade 2 as a minimum standard for teaching and learning as defined by the Common Inspection Framework.</p> <p>Key Role-Specific Deliverables: Management and Delivery of FS:</p> <ul style="list-style-type: none"> • Produce teaching and learning resources to support the delivery and assessment of FS • Deliver the FS during the theory classes at each Academy • Liaise with the IV and EV for FS • Liaise with the MIS/Administration Manager re booking the FS tests • Liaise with the Quality Manager to ensure that the SOW reflects the requirements for FS at L1 and L2 • Liaise with the teaching staff regarding the scheduling of delivery and assessment of the FS • Maintain accurate student tracking data for FS completions • Provide pastoral care to students and refer students to the safeguarding officer and / or external agencies as required • Provide impartial information, advice and guidance to students as required • Attend all standardisation meetings as required and attend monthly team meetings <p>Key Role-Specific Deliverables: Supporting the Student</p>

	<p>Induction Process:</p> <ul style="list-style-type: none"> • Manage the skills diagnostic testing of maths and English using BKSB, during the student induction • Generate reports of students results from the BKSB diagnostics • Identify which learners require additional learning support <p>Key Role-Specific Deliverables: Management of ALN/ASN:</p> <ul style="list-style-type: none"> • Provide diagnostics (where appropriate) to provide evidence of students with ALN/ASN • Complete SFA paperwork as evidence of student support provided to students with ALN/ASN • Carry out regular one-to-one meetings with students with ALN/ASN and complete appropriate paperwork • Act as a point of contact for students with ALN/ASN • Liaise with tutors regarding progress made by students with ALN/ASN and to discuss any issues • Liaise with the Safeguarding Officer where appropriate to alert them to any safeguarding issues • Liaise with the Quality and Audit Manager for the purpose of auditing the ALN/ASN paperwork • As required support the learners within the teaching, learning and assessment environment <p>Generic Deliverables</p> <ul style="list-style-type: none"> • Positively promoting the development of the LHAA in every aspect of its business • Attend weekly meetings with the Managing Director to report progress • Attend all standardisation and monthly team meetings as required and as applicable • Ensure that you meet the CPD requirements of the LHAA, Habia/Skills Active, AO and Sfa/Ofsted • Strive to achieve and maintain an overall Grade 2 for teaching and learning as defined by the Common Inspection Framework
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