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**Job description - English GCSE Peripatetic Tutor**

**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 and creative teaching as well as have high expectations for learner achievements. Teaching will be through classroom teaching and teaching smaller targeted groups of learners.

The suitable candidate will possess a level 4 or above English subject specialism qualification or a have an A Level in English or an English-related qualification. They will also hold a teaching qualification and have at least one year of teaching experience and one year of teaching GCSE English.

They will be expected to work across our delivery sites within the organisation depending on need.

The successful candidate will be able to teach, assess and support learners in accordance with national guidelines and standards. They will review and evaluate learner performance and report as appropriate. They will assist in the tracking of learners, can plan their own workload, carry out duties in accordance with Quality Systems and Procedures currently in force throughout Springboard, and contribute to the maintenance of an efficient and safe environment within the guidelines of Springboard’s policies on Health and Safety, Equal Opportunities and other policies.

They will have previous experience of working with young people and possess excellent interpersonal skills, including communication and team building. They will also possess up-to-date IT skills and demonstrate the ability to work independently and as part of a team.

**Conditions of Employment**

Position: **English GCSE Peripatetic Tutor**

Responsible to: Maths/English Team Leader

Salary range: £22,612, – £28,736 pro rata (Depending on experience)

Hours: 18.5 hours per week. Days to be confirmed

Contract Term: Non temporary

Location: Sunderland (All tutor roles have a peripatetic element due to the needs of learners)

Leave: 25 days per annum, subject to local conditions, plus statutory holidays (pro rata)

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
* Tutor, assess and support targeted learners to catch up on lost learning.
* 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 Team Leader to develop and advise on strategies for success with learners to develop a cohesive approach to maths and English throughout the organisation
* Review and evaluate learner performance and report as appropriate
* Liaise other Springboard staff regarding learner progression
* Advise and support designated keyworkers in the English agenda
* 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
* Carry out duties in accordance with Quality Systems and Procedures currently in force throughout Springboard
* Contribute to the maintenance of an efficient and safe environment within the guidelines of Springboard’s policies on Health and Safety, Equal Opportunities and other policy guidance

**PERSON SPECIFICATION**

**Essential**

* Qualified in level 4 or above in literacy subject specialism or A Level in English
* Teaching qualification
* One year teaching experience of GCSE English
* Excellent English 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
* Up-to-date IT skills
* Excellent attention to detail
* Ability to work as part of a team and on own initiative
* Ability to travel between sites

**Desirable**

Ability to identify and develop training opportunities

Knowledge and experience of current government programmes in training, particularly in English

Work remotely

* No

Job Types: Part-time, Permanent

Pay: £22,612.00-£28,736.00 per year