

## TRELOAR'S

### JOB DESCRIPTION

**POST:** Functional Skills Lead

**ACCOUNTABLE TO:** Head of College

**JOB PURPOSE:** Plan, organise, deliver and monitor Functional Skills Maths and English, from Entry Level to Level 2, adapting learning opportunities and approaches to suit the needs of learners with complex Special Educational Needs.

To develop a Functional Skills strategic, whole-college action plan and provide support and training to teachers, and other staff, on assessment, target setting, lesson planning, delivery and resources for these subjects.

#### **Main Duties and Responsibilities**

The main duties and responsibilities for a teacher are as follows:

- To meet Treloar's strategic priorities and departmental objectives and contribute to curriculum and staff development activities.
- To devise students' learning programmes and to guide them through the learning process, action planning, ILP completion, annual reviews.
- To provide outstanding innovative teaching and learning experiences, developing a personalised and holistic learning approach.
- To work with tutors and their MDT, ensuring that the learning programme is appropriate for each student, with challenging targets being set and achievement monitored, taking corrective action as necessary.
- To oversee whole college assessment processes for Functional Skills providing support and training for tutors
- To participate in functional skills team meetings and, if required, to lead such a team meeting.
- To evaluate the quality of provision within the programme area, and ensure full compliance with all quality mechanisms.
- To effectively deploy Student Support Assistants (SSAs) within the classroom or one to one settings.
- To line manage staff within the Functional Skills Department effectively carrying out all probations and appraisals and absence management.

#### **Other duties:**

- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may, from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to duties expected while in post.
- This job description will be reviewed and amended in light of changing professional demands.

**PERSON SPECIFICATION - Functional Skills Teacher**

<b>MINIMUM CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Qualified teacher</li> <li>• Subject specialist qualifications in Literacy and/or Numeracy or equivalent</li> <li>• Good general education to GCSE level, including English and Maths at Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>• Management Qualification</li> <li>• Health and Safety Qualification</li> <li>• Level 2 IT qualification</li> <li>• Level 5 SEN qualification</li> </ul>
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of devising learning programmes and teaching functional skills from Entry Level to Level 2</li> <li>• Able to direct and manage support staff effectively</li> <li>• Knowledge of Functional Skills programme requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with students with physical, learning and communication difficulties</li> <li>• Able to teach a range of students with learning difficulties and a range of disabilities</li> </ul>
<p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to respond positively to change</li> <li>• Willingness to contribute to curriculum development/review</li> <li>• Ability to reflect upon and evaluate own performance</li> <li>• IT literate</li> <li>• Evidence of up-to-date experience of working effectively with students from Entry Level to Level 2 and deliver Functional Skills in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Able to teach a range of students with learning difficulties and a range of disabilities</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• A commitment to promoting and safeguarding the welfare of students</li> <li>• Ability to work as a member of a multi-disciplinary team</li> <li>• Good listener</li> <li>• Commitment to enabling students to recognise and celebrate achievement</li> <li>• Operates effectively within a climate of change</li> <li>• Meets deadlines and works well under pressure.</li> <li>• Positive, optimistic, courteous and professional</li> <li>• Willingness to share expertise</li> </ul>	
<p><b>Physical Requirements</b></p> <ul style="list-style-type: none"> <li>• Able to cope with the physical demands of the job</li> </ul>	

TRELOAR TRUST IS COMMITTED  
TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

All successful candidates will be subject to a Disclosure and Barring Service Check along with other relevant employment checks