



Aspire-igen is committed to helping individuals, organisations and communities succeed through learning and work. We have a strong track record of successfully delivering government funded initiatives and contracts including ESF contracts and Study Programmes. We are also a provider of advice and support services to young people and adults in the Yorkshire and Humber area.

GCSE / Functional Skills Maths Tutor

£28,000 per annum (pro-rata, actual salary £17,027.03)

22.5 hrs per week

Permanent

Based in Leeds

The opportunity has arisen for a part time GCSE maths / Functional Skills maths tutor. The Aspire-Igen group delivers vocational training, English and maths functional skills and GCSE qualifications to around 2000 16-19 Study Programme students each year.

The successful candidate will be responsible for delivering GCSE maths / Functional Skills maths and support services associated with our contracted programmes. This will include all aspects of teaching, learning and assessment and student support.

The key duties in this role are:

- To assess, plan and deliver GCSE / Functional skills Maths to students according to their learning needs and requirements.
- To work as a part of the English and maths team to develop a high quality GCSE / Functional Skills programme.
- To be a part of ongoing assessment of students' learning needs and to make reasonable adjustments as required, minimising barriers to learning and achievement
- To meet minimum standards of achievement for Maths GCSE / Functional Skills qualifications.

To undertake this position successfully you will have:

- Teaching qualification Cert Ed, PGCE, DTLLS or above with an Maths Subject Specialist L5
- Experience of teaching GCSE Maths (9-1) is essential
- Experience of teaching functional skills Maths from Entry Level 1 to Level 2 is essential.
- Experience of assessing GCSE and functional skills is desirable
- An understanding of Awarding Organisation requirements is desirable
- Excellent communication and organisational skills
- The ability to work effectively in a team

You should be able to design and deliver training appropriate to our students and have previous experience working with young people.

Application Process

To apply, please download an application form from <https://www.aspire-igen.com/aspire-igen/job-opportunities> and e-mail it to peter.lee-gallon@aspire-igen.com

A full job description and a complete list of our current vacancies are available on our website <https://www.aspire-igen.com/aspire-igen/job-opportunities>

Closing date: 22th March
Interviews will be held week commencing 25th March

All positions are subject to the Rehabilitation of Offenders Act (Exemptions Order) 1975 and as such it will be necessary for a submission for an Enhanced Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions, cautions, warnings and reprimands

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.

Aspire-igen is an equal opportunities employer. We wish to encourage the recruitment of staff from under-represented groups to apply for the advertised positions. Aspire-igen will seek to recruit the best candidate for the job based on merit. The recruitment and selection process will ensure the identification of the person best suited to the job and Aspire-igen.

No Agencies Please

JOB DESCRIPTION

POST TITLE: GCSE / Functional skills Maths Tutor

The following information is furnished to assist staff joining the Company to understand and appreciate the work content of their post and the role they are to play in the organisation. However the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.

Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

PRIME OBJECTIVES OF THE POST:

- To assess, plan and deliver GCSE / Functional skills Maths to students according to their learning needs and requirements.
- To work as a part of the English and maths team to develop a high quality GCSE / Functional Skills programme.
- To be a part of ongoing assessment of students' learning needs and to make reasonable adjustments as required minimising barriers to learning and achievement
- To meet minimum standards of achievement for Maths GCSE / Functional skills qualifications.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

- No direct line management responsibility

SUPERVISION AND GUIDANCE:

- Responsible to the Curriculum Lead
- Complex problems or policy queries are referred to the Curriculum Lead but personal initiative is expected to be exercised.

RANGE OF DECISION MAKING:

- Responsible for decisions made in connection with duties

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

- Confidential files held in relation to students and providers
- Consumable office items reference books, portable computer equipment and some audio/visual equipment

RANGE OF DUTIES:

1. To teach accredited GCSE Maths qualifications.
2. To teach accredited Functional Skills Maths Entry Level to Level 2 classes.
3. Design, implement and develop a GCSE Maths Scheme of Work, session plans and learning resources which stimulate engagement and support flexible, personalised learning strategies and achievement.
4. Identify the learning and support needs of students through initial and diagnostic assessment and produce a bespoke Individual Learning Plan to support Maths development, which is agreed and discussed with the student.
5. To develop a range of innovative activities which inspire students to develop their skills
6. Contribute to the planning and scheduling process of teaching, learning and assessment.
7. To monitor and review on a regular basis the progress of students to encourage self-evaluation, facilitate achievement and progression.
8. To tailor learning to help students achieve personal learning targets and structure exercises and activities to promote independence.
9. To provide on-going support for students, adhering to the assessment standards in line with the Awarding Organisation requirements.
10. Responsible for meeting retention and achievement targets for students by monitoring and tracking student progress
11. To ensure regular contact is evident and recorded with students who have not attended in order to support re-engagement.
12. Complete all necessary documentation as required by the company and contractual requirements including student records, registers, reports and statistical data in accordance with audit requirements.
13. Act in compliance with all course examinations, assessment and validation requirements to Awarding Organisation and JCQ standards
14. Provide information and reports to management as directed.
15. To participate in standardisation activity with other tutors.
16. Attend regular centre, regional and company meetings when requested.
17. Provide cover in the absence of other tutors.
18. To evaluate and develop own practice to ensure continuous improvement to provision and achievement of targets.
19. Comply with the company's Safeguarding policies and procedures to safeguard and promote the welfare of children, young people and vulnerable adults.

20. Ensure that effective communication structures are in place with other Aspire-igen contracts and departments for the exchange of information on common or overlapping areas of work
21. To undertake other duties consistent with the scope of the post and within the competence of the post holder as required
22. All employees are obligated to manage their effective personal development as part of the Company's commitment to quality, staff training and development – this involves active commitment to and participation in the appraisal process, during which individual employee developmental needs will be highlighted
23. Each individual must ensure that they meet their statutory responsibilities with regard to Health & Safety, Equality & Diversity in the workplace and other relevant employment legislation and Company rules.
24. To work in line with and demonstrate an attitude which supports the company ethos

PERSONNEL SPECIFICATION

POST TITLE: GCSE / Functional Skills Maths Tutor

Aspire-igen is an equal opportunities employer and requires its employees to carry out its policies in terms of equal opportunity for employment and access to the Company's services. Job share applicants are welcome to apply for all full-time posts unless otherwise stated in the advertisement.

The following is a summary of the criteria we will use to shortlist and select applicants indicating where they are essential or desirable and how they will be identified:

Experience

<i>Essential:</i>	Experience of assessing and teaching to specific examination requirements	Application/interview
	Experience of designing, delivering GCSE / Functional skills Maths learning to post 16 students in a group setting	Application/Interview
	Have proven experience of providing outstanding support for learners personalising learning to help students achieve	Application/Interview
	Experience of supporting young people to achieve planned qualifications in GCSE / Functional skills Maths	Application/Interview
<i>Desirable:</i>	Performance focused and target driven	Application/interview
	A proven track record of working with disadvantaged learners	Application/interview

Qualifications

<i>Essential:</i>	A recognised teaching qualification	Application Form
	An Maths subject specialist qualification	Certificates
	Minimum of 1 year's post qualification relevant teaching experience	Application Form

Special Knowledge

<i>Essential:</i>	Experience of designing learning resources.	Application/interview
	Understanding of GCSE (9-1) / Functional skills Maths qualifications	Application/interview
<i>Desirable:</i>	Understanding of work based learning.	Application/interview

Practical and Intellectual Skills

<i>Essential:</i>	Good understanding and strong commitment to widening access to learning and development	Application/interview
	Professional with a focused approach to learning and development pathways leading to employment	Application/interview
	Excellent written and verbal communication skills	Application/interview
	Good administration and IT skills	Application/interview
	Ability to work flexibly as a member of a team	Application/interview
	Ability to work to set timescales of delivery	Application/interview

Disposition and Attitude

<i>Essential:</i>	Be empathetic, motivated, resilient and patient	Application/interview
	Able to adapt to new situations and methods with a willingness to change	Application/interview
	Able to diffuse potentially difficult situations	Application/interview
	Reliable and able to complete tasks with agreed timescales	Application/interview

Personal Circumstances

<i>Essential:</i>	Able to work flexibly and peripatetically	Application/interview
	Satisfactory enhanced DBS disclosure	DBS Certificate
	Satisfactory attendance record	References

Equal Opportunities & Diversity

<i>Essential:</i>	An acceptance and commitment to the principles of the Company's Equal Opportunities policies and procedures	Interview
	An understanding and acceptance of the importance of diversity in the workplace and a learning environment	Interview