

Job Description and Person Specification

Role: GCSE/Functional Skills English/Maths Tutor

Responsible to: League Football Education

Responsible for: Teaching, Learning and Assessment of GCSE/Functional Skills English/Maths

Overall purpose of role:

To provide high-quality learning experiences to students preparing for their GCSE resit exams/Functional Skills (FS) tests ensuring they understand key concepts, improve their skills and have the best possible chance of success.

Key Tasks and Responsibilities:

1) Requirements

- Deliver small group tutoring sessions in GCSE/FS English and/or Maths.
- Develop and follow a scheme of learning to fit the number of teaching hours.
- Make use of Initial Assessments and plan learning accordingly.
- Develop customised lesson plans and materials based on individual student needs.
- Use preferred teaching resources and CPD opportunities fully and effectively to enhance learner experience and employability skills.
- Conduct formative assessments to monitor learner progress. Use the information from these assessments checks to inform teaching.
- Provide homework opportunities and exam preparation strategies.
- Foster a positive and encouraging learning environment.
- Communicate regularly with colleagues, parents or guardians regarding student progress.
- Stay current with the GCSE curriculum and exam requirements.
- Contribute to the regular formal review process, for each learner.
- Re Functional Skills, liaise with LFE's Lead Internal Verifier to ensure assessment is appropriate and that apprentice work satisfies awarding body criteria.
- Re Functional Skills, comply with external verification requirements of LFE's awarding body and provide if requested, access to apprentices and samples of work for scrutiny when requested.
- Re Functional Skills, participate in internal verification for Entry Level Functional Skills Mathematics and English, Speaking, Listening & Communication at Level 1/Level 2 qualifications, as necessary
- Attend LFE training events i.e. LFE standardisation meetings and conferences, as required.
- Attend/participate in meetings and other events as required.
- Comply with LFE's cycle of observations of teaching, learning and assessment.
- Play an active part in your own professional development and undertake continual professional development.

Requirements:

- Bachelor's degree in English, Maths, Education, or a related field.
- A Certificate in Education, PGCE or other higher teaching qualification.
- Proven experience in tutoring or teaching GCSE English and/or Maths.
- Good or better 'Teaching, Learning and Assessment' grades.
- Experience of working with young people.
- Strong knowledge of the GCSE curriculum and exam formats.
- Excellent communication and interpersonal skills.
- Patience, adaptability, and a passion for teaching.
- Ability to create engaging and interactive learning experiences.
- Strong organisational and time-management skills.
- Familiarity with various educational resources and materials.
- Good or better 'Teaching, Learning and Assessment' grades. Experience of working with young people.

Desirable:

- Proficiency with educational technology.
- Experience working with students of diverse backgrounds.
- Able to travel to other sites to deliver planned sessions.
- Able to advise and support vocational staff to embed and contextualise development of learners' Mathematics and English skills within their vocational courses.

Other Requirements

- Observing and complying with relevant policies and procedures. You should ensure familiarity with your obligations to yourself, colleagues and others on health and safety and equal opportunities ensuring that you:
 - Help eliminate discrimination by ensuring the practical application of the equality, diversity and inclusion policy and reporting incidents of discrimination to an appropriate person.
 - Act responsibly with regards to your own health and safety and that of colleagues and apprentices ensuring any risks are reported and dealt with.
 - Comply with the club's safeguarding policies.
- Fully support the quality improvement strategy and be committed to continuous improvements in the standard of your work. You should ensure wherever possible that the quality of the learner welfare, success and experience is positive and improving and remains the focus of your activity.
- Undertake any other duties commensurate with the post, which may be assigned from time to time.

Reviewed: February 2025

Person Specification	
Qualifications/ Training	
Degree in English/Maths or relevant subject	Essential
A recognised teaching qualification (Level 5 or above)	Essential
Knowledge of:	
English/Maths curriculum	Essential
The football or sport industry	Desirable
Experience of:	
Delivering teaching and learning and assessment within the sport environment	Desirable
Working in 14-19 educational environments	Essential
Using/writing schemes of work and lesson resources	Essential
Advising and guiding learners	Desirable
Working and teaching as part of a team	Essential
Successfully achieving deadlines and working without close supervision	Essential
Action planning	Essential
Supporting learners	Essential
Awareness of and committed to:	
Equality and diversity	Essential
Health and safety legislation	Essential
Safeguarding	Essential
Continued professional development	Essential
Work Related Skills:	
A desire to achieve excellence	Essential
A good/outstanding teacher	Essential
Self-motivated and able to work under pressure	Essential
Highly developed interpersonal skills	Essential
Ability to work with individuals and to work within a team	Essential
Excellent written and verbal communication skills	Essential
Excellent presentation skills	Essential
Excellent analytical and problem-solving skills	Essential
Able to organise own and learner's workload	Essential
Maintain detailed records/reports	Essential
Computer literate	Essential
Able to use initiative	Essential
Personal Aptitudes:	
Enthusiasm	Essential
Flexibility	Essential
Effective Team Player	Essential