Job title	FS (English, Maths & ICT) Tutor
Contract	Permanent
Salary	Up to £30,000
Location	Purfleet, Essex
Responsible to	Vice Principal Curriculum and Quality
Direct reports	None
Works with	Industry Practitioners, Student Industry Standards Coordinator, Classroom Teachers, Lead Teaching and Learning
Date	July 18

National College for Creative Industries/The Backstage Centre
The National College Creative Industries was incorporated in September 2016 to develop industry lead high level technical skills within the Creative and Cultural Sector. The Backstage Centre is a commercial trading subsidiary of the National College which hosts leading technical facilities located at High House Production Park in Purfleet, Essex, where the National College for Creative Industries are located.

Role Overview

This role will require you to:

- Teach the English and/or Maths at GCSE and functional skills level 1 and 2
- Deliver outstanding teaching, learning and assessment on English and Maths programmes.
- Work with Industry Practitioners to ensure English and Maths provision is embedded in all teaching and learning.
- Assist students with learning difficulties as required and create individual learning plans
- Work with external agencies stakeholders and partners to enable the provision of specialist learning support in English and/or maths as required

Key Responsibilities

- Design a high-quality English and/or Maths curriculum
- To design and produce schemes of work, lesson plans and assessment materials
- To track and monitor student progress using college policies and procedures
- To proactively implement early intervention strategies to ensure rapid improvements in student performance
- To adhere to safeguarding and equality and diversity policy, and ensure these considerations are evident in execution of the practice

- To complete registers and carry out record keeping required by audit
- To achieve consistently high outcomes for students
- To liaise with awarding bodies as required including supporting the coordination of examinations
- To participate in the sharing of good practice in English and Maths teaching and contribute to the continuing professional development of the college team
- To develop innovative, creative methods of teaching and learning in English and/or Maths to engage students
- To ensure that rigorous diagnostic assessment is carried out and that Individual lesson plans and schemes of work reflect the needs of individual students, and that these are regularly reviewed.
- To contribute to the monitoring and evaluating of information relating to all English and Maths students, including data relating to retention, achievement and student destinations
- To set ambitious goals for student achievement and performance in English and/or Maths
- To take a proactive and professional approach to employers ensure each employer's business needs are given due consideration in planning the curriculum
- To plan a programme of study that meets the individual needs, interests, and abilities of all the students
- To create an environment that is conducive to learning and is developmentally appropriate to the maturity and interests of the students
- Use technology to enable remote learning to take place for apprentices not able to attend classroom sessions
- To employ a variety of teaching techniques and resources consistent with best practices, specific content knowledge, the physical limitations of the space provided, and the needs and capabilities of the individuals or student groups involved
- To make provision for being available to the students and to the employers for education-related purposes when required or requested to do so under reasonable terms
- To maintain and develop professional relationships with colleagues
- To actively participate in all professional development opportunities
- Assist students with learning difficulties or additional learning needs developing a programme of support to meet their needs and requirements
- To participate in parent's evenings, progress review weeks as required
- To participate in open events and support the college recruitment targets as directed

Other Key Responsibilities

- To actively participate in Continuous Professional Development including the introduction of new technologies to allow you to contribute effectively to the success of the College
- To show an active commitment to the College's policies and procedures
- To be actively involved in the attainment of objectives contained within the College's Strategic Plan

- To commit to the Colleges Safeguarding Policy and promote a safe environment for children, young people and vulnerable adults within the College
- Be willing to work evenings, weekends and during traditional school terms times
- To be willing to travel and stay overnight in locations across UK

- The College may, in consultation with you, need to vary these duties from time to time in order to respond to the changing requirements of the College. Such other duties will be commensurate with your skills, knowledge and experience

PERSON SPECIFICATION – English/Maths Teacher

	Essential	Desirable	Source of Evidence A/I/R/T
EXPERIENCE			
Experience in teaching English/Maths and successfully delivering Functional Skills Levels 1 and 2.	√		A/I
Knowledge of study programme requirements within Further Education for 16-18 year olds	√		A/I
Previous experience of working in School or College setting	√		A/I
Experience in using technology to ensure effective delivery outside of classroom settings		√	A/I
QUALIFICATIONS			
Degree or relevant professional qualification in teaching	√		A
Literacy and Numeracy Level 2	√		A/T
Administration/IT qualification		√	A
Computer Literate	√		A/T
KNOWLEDGE, SKILLS AND ABILITIES			
Administrative and organisation skills	√		A/I/T
Good time management	√		A/I/T
Good interpersonal skills	√		I
Understand the importance of, and is able to, meet targets for student retention and achievement.	√		A/I
High achieving and continuously developing ways of improving service	√		A/I
Commitment to integrity at all times	√		I
Ability to maintain accurate records and to follow agreed procedures	√		R/A/I
Ability to work efficiently	√		T
Ability to work on own initiative and pro-active	√		I
Ability to communicate effectively, written and spoken at various levels to different audiences	√		I/T
Professional and approachable	√		I
Understand the importance of improving the	√		I/R

confidence, skills and abilities of students to improve their maths and English skills			
Experience of supporting staff in the development of, and embedding of maths and English across a range of curriculum areas			
OTHER REQUIREMENTS			
Awareness of equal and diversity issues and strong commitment to equal opportunities and the promotion of diversity.	√		I
Ability to work to quality standards.	√		I/R
Have a current and clear DBS Check which provides evidence of suitability to work with children and vulnerable adults	√		I/R
Must be able to work flexible working hours (including evenings/weekends when required)	√		I/R
To actively participate in Continuous Professional Development including the introduction of new technologies to allow you to contribute effectively to the success of the college.	√		I/R/A

Assessment Criteria: A = Application, I = Interview, T = Test, R = References