

ROLE PROFILE

General Details	
Job Title	Facilitator English
Vacancy Number	
Department	English Department
Reporting to	Head of English
Responsible for	No direct reports
Place of work	Haybridge Campus
Tenure	
Hours/FTE	
Salary	
Closing Date	
Interview Date	To be confirmed

The Role

The purpose of this role is to:

- Assist in the development and delivery of targeted, English tuition workshops, helping to remove barriers to learning and motivate students to achieve their English qualifications.
- Work closely with teaching staff to ensure students receive high quality support in English which will lead to outstanding outcomes above sector norms.

Main Duties and Responsibilities

The successful applicant will be expected to:

- Provide targeted English support to groups 'at risk' of not achieving GCSE grade 4 (or above) or passing their functional skills. Working with selected students in small groups
- Regularly review and monitor the attendance and progress of learners and follow up as required to ensure learners achieve their targets.
- To help plan and contribute to English tuition workshops
- To deliver small group tuition workshops
- Provide temporary lesson cover for English as required.
- Work with teaching staff to provide learning support for individuals and/or small groups of learners for GCSE and Functional Skills English sessions.

- Support learners with a range of additional needs inside and outside the classroom.
- Support exam invigilation process including scribing and reading as required.
- Work in collaboration with English tutors to support students at risk of not achieving.
- Work in collaboration with Progress Coaches relating to the performance of learners in English
- Attend English departmental meetings
- Contribute to discussions and assist with the review of student targets/individual learning plans
- Know and abide by the health and safety rules within the College and company premises and be aware of good practice within the working environment
- Undertake various other duties relating to English and Maths initiatives as directed by the Senior Team.
- Undertake various other administrative duties as required such as printing and collating exam papers and teaching and learning resources.

Other Corporate Responsibilities

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.
- Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.

This role profile is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances.

PERSON SPECIFICATION

EVIDENCE KEY

A =	Application
I =	Interview
R =	References
T =	Test
P =	Presentation
C =	Certificate
Or a combination	

	Essential	Desirable	Evidence
1. GCSE Grade A*-C in English or equivalent	✓		A/C
2. Higher level English qualification (A Level or Degree) or in a relevant subject area	✓		A/C
3. Experience of supporting young people in an education setting/ classroom or vocational environment		✓	A/I
4. Experience of working with young people with specific difficulties such as dyslexia/ASD		✓	A/I
5. Experience working 1 to 1 with students and delivering small group training sessions in English or a related subject		✓	A/I
6. A working knowledge of functional skills and GCSE specifications/requirements		✓	A/I
7. Excellent written and communication skills	✓		A/I
8. The ability to motivate, inspire and support learners to achieve a GCSE or functional skill in English.	✓		I

ADDITIONAL INFORMATION

Conditions of Appointment

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

Equality and Diversity

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

Safeguarding

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Location

The postholder will be required to carry out their duties on the College premises.