



JOB DESCRIPTION

GCSE English Tutor

JOB TITLE: GCSE English Tutor

POSITION: Permanent – Full time

Effective From: August 2024

LOCATION F2F regional delivery plus some potential online delivery **Non-Contact day Wednesday for CPD/training**

REPORTS TO: Regional Curriculum Manager

MAIN PURPOSE OF POSITION

As Specialist of GCSE English will drive forward our curriculum offering for GCSE English. They will create and maintain a culture of continuous improvement with an unrelenting focus on high expectations, progress and learner achievement. An example of the specification currently delivered <https://qualifications.pearson.com/content/dam/pdf/GCSE/English%20Language/2021/specification-and-sample-assessment/9781446966709-gcse-2021-112-eng-lang-2-0.pdf>

They will develop effective working partnerships with the operations teams, shared service and their team to improve performance and quality, to support the achievement of targets and objectives for English.

KEY RESPONSIBILITIES AND DUTIES

- To be accountable for the standard of English delivery throughout the department
- Audit the systems and processes for all Initial Assessments, booking of GCSE exams, and to provide data relating to these operations in a format to meet the management requirements.
- To comply and implement the company's English strategy
- To ensure areas for improvement are quickly identified and addressed
- To work with the Quality and Operations teams to ensure outstanding quality of the learner experience and achievement in English
- To be accountable for ensuring that we follow and comply with our Lead Providers quality assurance and improvement measures as required for English
- Keep up with relevant developments in, learning and teaching that impact upon programmes and delivery
- Identify and advocate introduction of appropriate new teaching methods, such as e-learning, and new modes of delivery, such as part-time or distance learning
- Facilitate dialogue between teaching colleagues to share effective teaching practice and raise awareness of English &/or Maths delivery
- **Communicate** with internal and external clients, promoting SCL's work and our brand
- **Support vocational staff** on English Delivery
- **Identify** systems' issues and areas of concern with English and provide workable solutions
- Act as the go to specialist in English and lead the way in promoting its importance within our delivery
- Support the campaign to enhance Lecturer's confidence and capabilities in delivering GCSE English
- Manage the E-Learning Assessment program by providing logins and leading audit checks on the system to ensure that we are meeting our standards
- Ensuring all students are provided with any individual special exam arrangements
- Provide data on maths exams for their region to manager in a suitable format as and when requested
- Carry out audit and checks to ensure that deadlines are adhered to for booking of all exams

English

- Responsible for supporting and implementing the English strategy that ensures that the English requirements of all stakeholders are met and that our learners have the best possible chance of achieving successful results.
- Support the self-assessment process and quality improvement plans for Maths and English
- Ensuring compliance with external stakeholder requirements and support with the preparation for all Lead partner reviews and inspections, ensuring all regions are ever ready with regards to functional skills and GCSE
- Review the English curriculum, its delivery and effectiveness and to make recommendations to management for further improvements
- Monitor and oversee targeted improvements in retention, achievement and timely achievement on maths programmes
- Supporting the programme of English audits and quality checks. Ensuring that all actions identified are followed up by tutors to improve the quality of service and the customer experience

OBSERVATIONS

- Support Managers on the observation planning process

PEOPLE

- Provide support and coaching to managers on the delivery of English.
- Conduct your role in line with the company values and expected behaviours
- Promote equal opportunities and recognition of diversity throughout the company
- Comply with the Safeguarding, Prevent and Health and Safety Policies and be vigilant to potential concerns and risks at all times
- Ensure confidentiality and professionalism at all time

ESSENTIAL SKILLS & QUALIFICATIONS

- **Teaching qualification** e.g PGCE, DTLS
- **A level in English. Level 3 in English**
- **Previously worked as, and made a success of GCSE English specialist role within Education**
- **Ability to work effectively as part of a team and to develop a close and effective working**
- **Relationship with senior and junior colleagues from diverse backgrounds**
- **Strong interpersonal skills including, motivational, negotiating, influencing and networking**
- **Excellent communication skills**
- **Genuine interest and enthusiasm for the teaching and learning agenda within Further Education**
- **Ability to manage conflicting priorities**
- **Ability to present ideas to diverse audiences**
- **In depth knowledge and understanding of the current FE skills sector**
- **Excellent IT, analysis and reporting skills**
- **Good communication and influencing skills**
- **Enhanced DBS Check**

DESIRABLE SKILLS & QUALIFICATIONS

- **Previous experience with a training provider**



KEY BEHAVIOURS

- You are enthusiastic
- You will always go the extra mile
- You have a “make it happen” attitude
- You deliver on your promises
- You are a positive role model
- You always place the customer at the heart of everything you do
- You realise by working as team we are stronger together

WHAT SCL OFFERS?

- **Attractive benefits for you and your family** - We offer Life Assurance, Income Protection and reimbursement for dental, optical and alternative health therapies to all of our staff
- **An exciting and rewarding employee recognition scheme** - We make sure excellence is recognised and give our stars a very special VIP experience at our annual awards
- **Outstanding internal promotion prospects**
- **Investment and Training** - We are dedicated to developing you to reach your potential
- **Companywide Socials** - A chance for the entire company to get together
- **Excellent Staff discounts on SCL services** - Opportunity to save on childcare costs at SCL provisions
- **Childcare vouchers** - Opportunity to make tax savings when purchasing childcare vouchers