



Functional Skills English & Math's Specialist

As Specialist of English & Maths you will drive forward our curriculum offering for English & Maths programs in Functional skills levels 1 & 2, across all departments via SCL's online platform> Lessons will be carried out Via TEAMS online platform.

They will create and maintain a culture of continuous improvement with an unrelenting focus on high expectations, progress, and learner achievement.

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

As English & Maths audit the systems and processes for all Initial Assessments, booking of Functional skill and GCSE exams, collating exam

- To be accountable for the standard of English & Maths online delivery throughout the department
- To comply and implement the company's Maths & 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 & Maths
- To be accountable for ensuring that we follow and comply with our Lead Providers quality assurance and improvement measures as required for Maths and 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 within Microsoft Teams for online learning and new modes of delivery, such as evening work or face to face delivery.
- Facilitate dialogue between teaching colleagues to share effective teaching practice and raise awareness of English & Maths delivery.
- Communicate with internal and external clients, promoting SCL's work and our brand
- Support vocational staff on English & Maths Delivery
- Identify systems' issues and areas of concern with English & Maths and provide workable solutions.
- Act as the go to specialist in English & Maths and lead the way in promoting its importance within our delivery.
- Manage the Initial Assessment online program by providing logins and leading audit checks on the system to ensure that we are meeting our standards.
- Support tutors to book all Functional skills exams, liaise with teaching staff and Curriculum manager on any issues surrounding this process.
- Ensuring all students are provided with any individual special exam arrangements.
- Collate all English & Maths results in the agreed time periods and disseminate this information to all staff and manager.
- Provide data on English & Maths exams 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.
- Continuously review tools and techniques to ensure excellence of online delivery.



ENGLISH & MATHS

- Responsible for delivering & implementing the English & Maths strategy that ensures that the English & Maths 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 English & Maths.
- 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 & Maths curriculum, its online 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 & Maths audits and quality checks. Ensuring that all actions identified are followed up by tutors to improve the quality of service and the customer experience

PEOPLE

- Provide support and coaching to managers on the delivery of English & Maths.
- 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 always vigilant to potential concerns and risks.
- Always ensure confidentiality and professionalism

- Level 5 / QTLS/ PGCE Qualified
- FS L1 & 2 Math & English delivery experience
- Study Program & Apprenticeships delivery Experience
- Ability to deliver engaging M & E lessons online (all levels of qualifications)
- Ability to travel at short notice.
- Ability to deliver lessons in the evening.
- Ability to deliver CPD training to SCL staff.
- Ability to work effectively as part of a team and to develop a close and effective working.
- Strong interpersonal skills including, motivational, negotiating, influencing, and networking.
- Genuine interest and enthusiasm for the teaching and learning agenda within Further Education.
- In depth knowledge and understanding of the current FE skills sector
- Competent & extensive IT skills
- Enhanced DBS Check
- Clean driving licence and access to own car
- Ability to work independently and autonomously.



- Previous experience with a training provider delivering to traineeship & apprenticeship learners.
- Primary school delivery experience
- Competent Microsoft Teams skills
- Ability to assess/ moderate / IQA Math & English learners work at all levels.

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.
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- Attractive benefits for you and your family - We offer Life Assurance, Income Protection, and reimbursement for dental, optical, and alternative health therapies to all our staff
 - An exciting and rewarding employee recognition scheme - We make sure excellence is recognised and give our stars an incredibly special VIP experience at our annual awards
 - Outstanding internal promotion prospects
 - Investment and Training - We are dedicated to developing you to reach your potential
 - Highly achievable Bonus Schemes (where applicable)
 - 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

The safety and welfare of children is paramount to SCL, all applicants will be subject to thorough background checks to ensure their suitability to work with children. These will include, but are not limited to; reference checks, police checks, DBS checks and qualification checks.

SCL are an inclusive employer. We will endeavour to meet your needs to ensure that you have equal opportunities during the interview process. Therefore, If you are neurodivergent, have a learning difficulty, or disabled, please let us know in advance of your interview if you require any alternative arrangements