

Associate Functional Skills  
Tutor  
CANDIDATE BRIEF

JOIN THE **PURPLE** REVOLUTION  
TRANSFORMING LIVES THROUGH LEARNING



# ABOUT LEARNING CURVE GROUP

## Vision

Transform lives through learning

## Values

- P** PASSIONATE - We're passionate about everything we do, especially creating as many opportunities as we can for both young people and adults to gain new skills.
- U** UNSTOPPABLE - We are committed to continually exploring ways to improve the service that we offer for the benefit of our learners, partners, and employers.
- R** RIGHT - We endeavour to be open, honest and fair in our dealings with learners, employers, partners and stakeholders. We also aim to get it right first time.
- P** PARTNERSHIPS - We continually strive to deliver excellence through strategic and sustainable partnerships with a wide range of FE organisations, employers and wider stakeholders.
- L** LEARNERS - We keep our learners at the centre of everything we do and we are driven by the desire to provide life-changing opportunities for them.
- E** EMPOWERMENT - We are passionate about supporting Purple People at all levels, empowering them to realise their full potential and progress.

Learning Curve Group (LCG) is one of the UK's leading providers of high-quality skills training, providing education and training nationally. For over 16 years LCG has delivered a wide range of training solutions to meet the needs of employers and individuals – from apprenticeships and diplomas to short courses and vocational certificate programmes.

Our 'Purple People', the dedicated and passionate people of LCG, help us to deliver success no matter what, to achieve our vision to 'transform lives through learning'.

## Why Purple?

You might have already guessed but Purple is our favourite colour – it has been since we opened in 2004. Our love for Purple has grown over the years with many of our amazing staff saying, "If you cut me in half, I'd bleed Purple!"

– in fact the more diverse our workforce is, the better! You become a Purple Person by living and breathing our core values – we'll talk more about them shortly!

Beyond the values it's about what you do every day that makes the difference.

Purple People are inquisitive and ask the right questions that help you learn something new every day. It's about working hard and being kind to those around you – making sure we help each other to reach our potential. What we ask of our Purple People the most though is that you LOVE what you do and have fun while you're doing it. But when you're transforming lives through learning, enjoying your job is the easy part!

Take a look at our mission, vision and values so you can start to see how you'll slot in.

## ABOUT THE ROLE

<b>Location</b>	Leeds
<b>Employment Type</b>	Associate
<b>Hours &amp; Working Pattern</b>	<b>Flexible</b>
<b>Day Rate</b>	<b>£120</b>

### OVERVIEW

Our employability team generally work with adults who are further away from the employment market and support them in gaining a qualification but also boosting their confidence and other soft skills. Our LCG head office is based in County Durham, but our employability provision operates nationally.

As an associate tutor you are self-employed on behalf of LCG, the model of this delivery is ad-hoc in its nature which means we can't always guarantee you hours. However, the benefit is you get to pick and choose when you would like to take on a course to accommodate to your other commitments!

You will have recent experience in the sector you are applying to; you will be sensitive to the support needs of unemployed learners within the local community looking to develop the confidence and skills necessary to progress to further education or employment.

### Main Purpose of the Post:

- Deliver engaging face to face teaching sessions within the local communities.
- Support and encourage learners through their qualification.

### You will need these important qualities:

- A genuine desire to help unemployed learners transform their lives
- The ability to inspire and mentor adults to achieve.
- Excellent interpersonal communication skills.
- Good administration skills
- Appropriate classroom management
- Personable and engaging.
- Organised and self-reliant.
- Enthusiastic and professional.

### MY MAIN DUTIES

- Deliver a timetable of teaching, learning and assessment as agreed with your Tutor Delivery Manager.
- To undertake qualification delivery planning in collaboration with team members that is compliant with all external requirements.
- Ensure that support systems are provided to facilitate positive retention, achievement, and progression.
- Completing all E-registers in a timely manner to the required standards
- Monitor attendance and performance of the learners on an ongoing basis and effectively report to management.
- Ensure learner requirements are dealt with quickly and effectively
- To deliver teaching, learning and assessment ensuring a positive learner experience and timely achievement.
- To ensure individual learning plans and progress reviews are completed appropriate to individual learner requirements, including the setting of smart targets.
- Timely completion of assessment and documentation to meet awarding body, audit and organisational requirements.



- Submit portfolios in a timely manner for interim and summative verification and work with the IV to ensure quality improvement.
- Undertake appropriate learning and development activities as required for the job role and maintain a record of all CPD.
- Contribute where appropriate to learner disciplinary action requirements.
- To attend standardisation and team meetings at designated centres to develop team and individual performance.
- Promote and ensure safe working practices and safeguarding of learners in line with current Health and Safety legislation and LCG Safeguarding and Prevent policies.

## ESSENTIAL CRITERIA

- Subject Specialism at Level 5 or above in either Maths or English
- Teaching qualification at Level 3 or above
- Experience delivering Functional Skills at Level 2 level

Will I manage people?

Is driving essential?

Can this role be performed remotely?

How often will I be required to travel?  - you will be required to travel to each venue you deliver at. You can choose how far you would be willing to travel.

## Onboarding

You will receive a thorough onboarding process as an Associate Tutor with your Tutor Delivery Manager. This will include: -

- Introduction to LCG
- Overview of Employability
- Key people & contacts within the Employability Team
- HR / Finance / Observation processes
- Service Level Standards
- Safeguarding

## Safeguarding

Learners are at the centre of everything we do – it's because of that we'll need references from your previous employer(s) and an enhanced DBS check.



# WHY WOULD I WANT TO WORK AS AN ASSOCIATE?

Aside from the amazing support you receive from your Tutor Delivery Manager, there are some great reasons to come onboard as an Associate Tutor with Learning Curve Group.

## **Flexibility**

As an associate tutor you have the luxury of picking and choosing how often you would like to teach to accommodate to your other commitments. All Employability courses differ in terms of the length of the course and the number of days which are required from the tutor each week for delivery. You will receive all courses information prior to accepting work.

## **Support**

From day 1 you will receive support from your Tutor Delivery Manager, starting with an in depth and thorough onboarding process and a chance to ask all your questions! You will have regular contact and update with your manager over Microsoft Teams, or face to face if you're passing the office.

## **ROTA**

We have recently invested into a live scheduling tool called ROTA for all our tutors in Employability. As a tutor you will receive instructions on how to sign into the APP. Once you have completed your profile, you will receive notifications when a job has been assigned to you and be able to look at all your upcoming courses you have agreed with your Tutor Manager to deliver. Organisation at its finest!

## **Standardisation Meetings**

You will use your own initiative to complete the services, however LCG can specify working standards which are monitored by observations and twice-yearly standardisation meetings. The standardisation meetings are also an excellent opportunity to learn and share best practice with other tutors across the nation.

## **We are diverse**

You're unique – and we love that about you. As an equal opportunity employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.



## WHERE DO ASSOCIATES FIT IN

As an Associate tutor, you play an integral point in the national delivery of our Employability provision. Yes, that's right, national! We operate from the borders of Scotland down to London. The reason our Employability provision uses associates is because our courses and funding can fluctuate, so having associates allows us to accommodate the demand. Our tutors deliver across a wide range of sectors, including but not limited to **Health & Social Care, Childcare, Counselling, Customer Service, Business Admin, Facilities, Arts & Crafts, Construction, Taxi, Security and Functional Skills.**

## HEAR FROM THE TEAM

### *Paul Langton, Associate Taxi Tutor*

I was attracted to the job role primarily because of its flexibility - the fact that I am not tied down to a fixed contract that would prevent me from taking time off at the time I wanted.

Learning Curve Group have been supportive of me from the start and although I don't enjoy the fringe benefits that the full-time staff enjoy (fixed salary, generous paid holidays, health care scheme and mileage allowance for example) they have treated me the same. The support staff and technical staff are on hand whenever I need them and the Rota app tells me of my upcoming courses that have been booked for me and opportunities to take on board any further work, should I wish to take it.

Whether an associate or full-time, learners are provided for you in your sector and with an Individual Learning Plan and Group Profile passed to you prior to the course, you can establish their needs and help you plan for their learning experience. In the sector in which I teach, learners are given a Numeracy and Literacy Assessment prior to enrolment so the candidates in front of you have been previously assessed for their suitability.

Once on the course LCG instil with all teaching and non-teaching staff that learners are the number one priority and support, and guidance is available should this be needed for both tutors and learners alike.

## WHAT DOES MY TEAM LOOK LIKE?



