

# Functional Skills Tutor

## CANDIDATE BRIEF

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



## ABOUT LEARNING CURVE GROUP

Learning Curve Group is a national training and education specialist. We work with further education providers, employers and learners to help them achieve success. We have strong values which are all centred around our learners – and that’s how we believe it should be, as we impact on over 100,000 of them every year. 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!”

But being a Purple Person isn’t about how you look, sound or where you’re from – 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.



## OUR MISSION ▼

Learning Curve Group provides vocational education and training programmes to a wide range of learners and employers.

Our aim is to engage actively with learners and employers to identify their training needs, and then to provide cost effective, flexible and high-quality training programmes that enable learners to achieve and progress.

## OUR VALUES ▼

**Learners are at the centre of everything we do...** we are passionate about providing life-changing opportunities for our learners.

**Do the right thing...** we always endeavour to be open, honest and fair in our dealings with learners, employers, partners and stakeholders.

**Innovation through collaboration...** we continually strive to be creative and forward-thinking, through strategic and sustained partnerships.

**Continuous improvement...** we are committed to continually exploring ways to improve the service we offer for the benefit of our learners, partners and employers.

**Develop and empower our staff...** we are passionate about supporting staff at all levels so that they can realise their full potential and progress.

## OUR VISION ▼

Our vision is:  
Transforming lives through learning.

### PEOPLE

Deliver a people strategy that ensures we invest in our current and future staff to meet our business needs now and in the future.

### QUALITY

Ensure the very best experience for our learners and customers, which leads to high outcomes.

### GROWTH

Develop and grow our customer base, products and provision across all areas of the business, increasing turnover and profitability from the previous financial year.

Investment in infrastructure and systems to ensure LCG has the required foundations for further growth and development.



## ABOUT THE ROLE

### Permanent

Pre-Uniformed Services Academies (Leeds, Bradford, Wakefield & Sheffield)

37.5

£25,000

## OVERVIEW

Transforming lives is what we do best, and there is no better example of this than in our Academies. Offering learners the chance to learn practical skills, our Pre-Uniformed Services Academies offer a unique learning experience for learners looking to gain a level 1 or 2 vocational qualification in public services or fitness.

As Functional Skills Tutor, you will support all learners across the 4 different academies, engaging learners based within the centre. You will be responsible for the delivery of high-quality teaching, learning and assessment, across a range of qualifications to progress learners and support learner achievement. You must be comfortable with travel and hold a full UK driving license with access to your own car. The locations of our academies are in Leeds, Bradford, Sheffield, and Wakefield.

## ESSENTIAL CRITERIA

- Educated to Level 5 or above in Mathematics & English
- Assessor qualified, A1, TAQA, CAVA, or D32, D33
- Level 5 in subject area
- Recognised teaching or training qualification at level 3 or above
- Experience in the area in what you are applying for
- Five years' industrial experience
- Knowledge of safeguarding and Prevent
- Excellent communication and delivery skills
- Enthusiastic to support learners
- Self-reliant and able to manage own workload
- Good organisational and planning skills
- Proven track record of meeting targets
- Good level of IT skills
- Access to a car with full UK driving license

## KPIs

- Maintain learner caseload
- Retention and achievement rates
- Less than 5% learners passed planned end date

## MY MAIN DUTIES

- Carry out learner inductions and associated processes
- Lead and deliver a timetable of learning as agreed with the Skills Academy Manager
- Lead and undertake qualification delivery and planning in collaboration with team members and the Skills Academy Manager that meets LCG and external expectations
- Ensure ILPS are completed appropriate to individual learner requirements, including SMART target setting and incorporating planned review points
- Complete registers and documentation to the required standards of the contract and ensure that these are communicated to colleagues within their required deadlines



- Monitor attendance of all English and maths provision and performance of the learners on an ongoing basis and effectively report to management
- Lead and ensure that support systems are provided to facilitate positive retention, achievement and progression
- Timely completion of assessment and documentation to meet awarding body, funding body and organisational requirements
- Submit portfolios in a timely manner for interim and summative verification to the internal moderator
- Contribute where appropriate to learner disciplinary action requirements
- Maintain a log of the equipment used by the learners in your department and take appropriate measures to prevent the loss of equipment through theft
- Attend standardisation and team meetings at the designated centres
- Undertake internal moderation activities as required
- Promote and ensure safe working practices in line with current Health and Safety legislation, including health and safety department inspections and risk assessments
- Undertake appropriate learning and development activities as required for the job role and maintain a record of all CPD
- Ensure the work area is clean and safe for all the staff and learners on a daily and ongoing basis
- Deliver weekend courses on a rotation basis and shared with other team members over the course of the year if required
- Demonstrate company core values and vision
- Any other reasonable requirement which may be asked of from time to time

Will I manage people?

Is driving essential?

Can this role be performed remotely?

How often will I be required to travel? Yes, Monday-Thursday

### **Induction**

We know starting a new job can be daunting which is why you will have a structured training plan for your first few weeks set out by your manager, and specific to your role. Where possible, you will spend a day or two at our amazing HQ to pick up your equipment, uniform and get to know some of your colleagues!

### **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 maybe even a DBS (dependent on your role!)



## WHY WOULD I WANT TO WORK HERE?

Aside from our amazing staff, there are some pretty great reasons to want to work for Learning Curve Group.

### We Listen

Employee feedback is hugely important to us and is why we have so many forums for you to have your say, ask brilliant questions or give creative and new ideas!

- ✓ Keeping in Touch (KIT) Meetings are held every two months where a rep from every team across the business down tools and chat to our CEO, Brenda. It's a fantastic opportunity to be nosy and ask those burning questions.
- ✓ CEO Briefings are held every other week via our Facebook workplace and are very popular amongst the Purple Family. Brenda takes the time out to Welcome new starters, update us on any changes in the business or sector and most importantly celebrate all successes great and small
- ✓ Great ideas is another fantastic way for you to have your say. It might be a suggestion to improve a process, or the way we work. No matter how big or small, all ideas are welcomed

### 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.

Don't just take our word for it though! Our commitment to a number of covenants and pledges will show you just how serious we are about equal opportunities for all:

- ✓ Disability Confident Employer
- ✓ Armed Forces Covenant Silver
- ✓ Domestic Abuse Covenant
- ✓ Durham Enable
- ✓ Care Leaver Covenant

### We want you to succeed

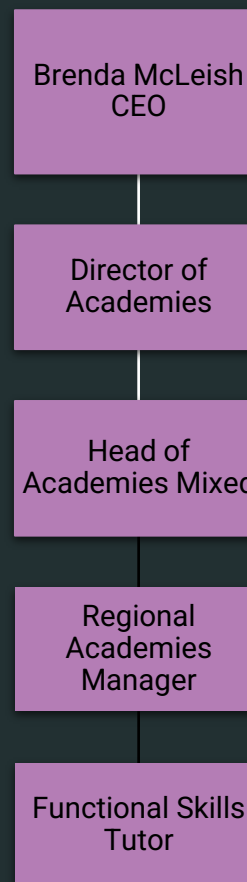
Imagine a training provider that doesn't support staff development!? Luckily that's not us, and at every opportunity we will encourage you to develop your knowledge and skills. As part of the "Purple People Academy" you can access a wide range of resources:

- Mandatory CPD
  - Flexible Learning
  - Apprenticeship Programmes
  - CPD
  - Leadership and Management courses
  - Learning and Development Library
  - Webinars, Seminars and Podcasts
  - Careers Guidance
  - Links to Professional Bodies and Forums
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## WHERE DOES MY ROLE FIT IN?

## HEAR FROM THE TEAM

## WHAT DOES MY TEAM LOOK LIKE?



## PURPLE REWARDS

There are lots of great reasons to want to work at Learning Curve Group. As a multi award winning business, we're particularly proud of our Investor's in People Gold status, as well as our place on The Sunday Times Top 100 Companies to work for list for two years running (2019, 2020). But there are also heaps of amazing benefits that make working here even more special. Here are our core benefits:



### HEALTHCARE SCHEME

This includes both your physical and mental well-being which is why you'll be able to access our Healthcare plan for £4.55 a month. The Healthcare plan gives you get access to a GP 24/7 by phone or online, the ability to claim back prescriptions, eye tests and dentist work. You'll also receive up to six face to face counselling sessions or unlimited structured telephone ones. What's great is that children up to the age of 24 can also share your allowance.

**Benefit value:** £2500+ per annum

### REWARD ME NOW

As an LCG Employee you'll gain access to the Reward Me Now app, where you can receive discounts on over 120 retailers both instore and online. With huge brands like Currys, ASDA, ASOS and Amazon, you can make savings between 1- 28%

**Benefit Value:** Unlimited

### TECH SCHEME \*

Want discounts on the latest tech? We are part of a programme called Techscheme, which allows you to purchase tech products from Apple or Currys PC World through a salary sacrifice of up to £1000. You can enjoy savings on an enormous range of tech products including laptops, phones, PC's, tablets, Smart tech and home automation products

**Benefit value:** £1000 per annum

### CYCLE SCHEME

Keen cyclist or want to get more active? You can access our Cycle scheme. This is an employee benefit that can save you huge discounts on bikes and accessories. You can save between 25–39%, paying nothing upfront as payments are taken tax efficiently from your salary by us. The Cycle scheme doesn't mean you have to cycle to work all the time, but we do encourage it if possible! It will help us reduce our carbon footprint and most importantly improve your health and wellbeing,

**Benefit value:** £1000 per annum

**Benefits total £6000+ per annum**

