

Kent County Council  
Job Description: *Foundation Tutor*

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<b>Directorate</b>	Children, Young People and Education
<b>Unit/Section</b>	Kent Training and Apprenticeships
<b>Location</b>	Various
<b>Grade</b>	KR7
<b>Responsible to</b>	Study Programme Curriculum Leader

**Purpose of the Job:**

Provide innovative and effective, negotiated learning experiences which enable learners to meet their goals within an inclusive environment that supports all individuals. To recruit and engage people onto education programmes for young people and provision for learners with high needs within Kent Training and Apprenticeships. Provide impartial information, advice and guidance to ensure the right programme is offered to maximise retention and achievement. To support their progression to Traineeships, Apprenticeships, employment, further training or education. Engage employers to provide high-quality work experience to meet the relevant learning aim of the programmes.

**Main duties and responsibilities:**

1. Participate in the delivery of the induction programme and the initial assessment process, ensuring all initial assessment results are recorded accurately.
2. To deliver effective and high quality negotiated literacy, language or numeracy provision across a range of ability groups (Entry 1 – Level 2) to meet all relevant academic and funding criteria and which enables learners to meet their personal learning goals.
3. To continuously monitor course effectiveness and assess learner development through individual learning plans to inform teaching strategies which ensure learner and programme success.
4. To deliver general advice and guidance with reference to progression, pre-course information, including specification of course entry criteria, the availability of financial and practical help, assessment and examination procedure (where applicable).

5. To design and produce relevant, contextualized and motivational teaching materials, undertaking necessary research in order to deliver programmes to fulfill the requirements of the awarding bodies and the needs of the learners.
6. To demonstrate subject knowledge and up to date expertise, using a variety of appropriate methods, styles and learning materials at a level consistent with effective teaching and assessment of the programme, including ICT, group and individual work.
7. To promote and use technology and online learning systems, including virtual delivery, to improve outcomes for learners.
8. To ensure all administrative procedures are kept up to date prior to, during and after the course (i.e. Keeping a register, marking work, monitoring absence, completing funding documentation and accreditation requirements) to ensure all KT&A and awarding body quality procedures and funding drawdown requirements are met.
9. To maintain professional and quality standards and take an active part in KT&A Continuing Professional Development requirements, to ensure continuous improvement of the Service.
10. To manage the role of teaching assistant or Learning Support Assistant, and volunteers where applicable, within the learning environment. To plan their support and integration into the lesson plan.
11. To attend and contribute to three curriculum team meetings per year.
12. To deliver Health and Safety and other specialist inductions and responsibilities (ie, basic or specialist H and Safety induction, ongoing activity risk assessments) to an appropriate level to ensure compliance with KT&A policies and procedures.
13. To implement and promote KT&A Equal Opportunities requirements in all aspects of the tutor role.
14. Meet agreed targets towards Key Performance Indicators for learner engagement, employer work experience and progression. Comply with all organisational, funding and stakeholder procedures, service level agreements, processes and requirements.
15. Initiate, develop and maintain effective working relationships with employers. Provide high levels of customer care and responsiveness.
16. Set up employer work placements using effective time management of route planning and call planning to maximise learner, partner and employer engagement.
17. Participate in Continuing Professional Development activities as directed by management and to comply with funding agencies and regulatory bodies.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Foundation Tutor*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Key Skills/Functional Skills at Level 2 in English, maths or equivalent.</li> <li>• Relevant occupational qualifications</li> <li>• Teaching qualification (minimum PTTLS/AET) or equivalent</li> <li>• Assessing qualification (TAQA/ A1 or equivalent)</li> <li>• Professional CPD</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in relevant occupational area</li> <li>• Experience of teaching, learning and assessment functions.</li> <li>• Experience of developing high quality individual learning plans.</li> <li>• Experience of classroom management and teaching of mixed abilities (Entry Level to Level 2)</li> <li>• Working with young people aged 16-18 specifically those Not in Education, Employment or Training (NEET)</li> <li>• Delivering information, advice and guidance, job search and employability support.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent communication, interpersonal and presentation skills</li> <li>• Good organizational and administrative skills</li> <li>• Ability to design and deliver innovative teaching sessions</li> <li>• A commitment to the promotion Equality and Diversity, and Prevent within all activities</li> <li>• Competent in the use of technology to facilitate learning and data reporting</li> <li>• Ability to engage and motivate unemployed young people aged 16-24</li> <li>• Ability to use electronic learning systems, including Initial Assessment and E learning tools</li> <li>• A Full UK Driving License – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Effective teaching styles</li> <li>• Ofsted requirements and framework</li> <li>• Operational processes</li> <li>• Knowledge of current Government funding EFA/SFA streams and accredited learning</li> <li>• Good understanding of education programmes for young people and learners with high needs.</li> <li>• Awareness of Information Governance, Data Protection and confidentiality issues</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of KCC and national legislation relating to Health and Safety, Equality and Diversity, Safeguarding/Prevent, British Values, Ofsted requirements and other relevant statutory information</li> </ul>
<p><b>BEHAVIOURS AND KENT VALUES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>