



“We change lives.
One individual at a time.
And in the same way, we’re
going to change society.”

Job Description

JOB TITLE: Maths & English Functional Skills Tutor

DEPARTMENT Justice Services

REPORTING TO Education Departmental Senior Manager

CAREER GROUP Delivery

DISCLOSURE LEVEL Prison Security Clearance

MAIN PURPOSE OF THE ROLE:

Our **Maths & English Tutor** will deliver **City & Guilds Functional Skills** qualifications in maths and English from Entry 1 to Level 2 to a class size of 12 PCoSO learners. The role will play a key role in supporting prisoners' educational development, tailoring lessons to individual learner needs, and helping them progress towards their long-term employment goals. This position will work with a diverse range of learners, including those with neurodiverse needs, using innovative and engaging resources to ensure that maths is seen as both relevant and functional across the prison.

Responsible for creating individual learning plans, delivering comprehensive lesson plans, and preparing learners for exams, ensuring timely adjustments are made for those with additional needs. This role also requires a focus on promoting **reading for pleasure** to support those with low literacy skills and fostering a **restorative practice** approach to learning and development.

KEY RESPONSIBILITIES

- **Deliver Functional Skills Maths & English:** Plan and deliver engaging lessons in line with City & Guilds qualifications, preparing learners from Entry 1 to Level 2 for their exams and future employment.
- **Use of BKSBS Diagnostics and Initial Assessments:** Carry out initial assessments and use BKSBS diagnostics to determine each learner's starting point, ensuring their learning plan aligns with their long-term employment goals.
- **Individual Learning Plans (ILPs):** Develop, review, and adjust Individual Learning Plans for each learner to support their ongoing development, ensuring these plans link directly to employability and rehabilitation goals.
- **Detailed Lesson Planning:** Prepare, deliver, and regularly review inclusive lesson plans that address group needs and individual barriers, including low literacy, numeracy, and language skills.

- **Teach to the Top and Adaptive Learning:** Use adaptive learning techniques to engage all learners, teaching to the top level of ability within the group to foster ambition and progression.
- **Progress Monitoring and Review:** Continually review learner progression to ensure that training continues to meet their identified needs, adjusting teaching methods, and content where necessary.
- **Engage and Motivate Learners:** Use a variety of motivational strategies to engage both individuals and groups, ensuring high levels of learner retention and participation.
- **Curriculum Feedback and Improvement:** Actively seek and review feedback from learners and colleagues to continuously improve curriculum content, resources, and teaching methods.
- **Digital Learning Resources:** Create and integrate digital content and resources into your lessons to make learning more engaging and relevant for prisoners.
- **Reading for Pleasure:** Encourage reading for pleasure as part of numeracy and literacy development for prisoners with low-level literacy skills, supporting their overall academic and personal growth.
- **Administration and Compliance:** Complete all necessary administrative tasks, such as registers, enrolment forms, ILPs, progress reviews, Awarding Body documentation, and other tasks in line with external and internal requirements.
- **Work with Colleagues:** Collaborate with colleagues, learning support practitioners, and prison staff to assist learners with neurodiverse needs, ensuring they receive tailored support, and appropriate reasonable adjustments are in place.
- **Timely Exam Bookings and Adjustments:** Ensure that learners' expected end dates are met, book exams promptly, and submit requests for reasonable adjustments on time to avoid disadvantaging learners with additional needs.
- **Promote Maths & English Across the Prison:** Champion the importance of literacy & numeracy across the prison, demonstrating the relevance and functionality of maths and English skills to various aspects of life and work in prison and beyond.
- **Restorative Practices:** Incorporate restorative practices into your teaching, encouraging learners to take responsibility for their learning journey, reflect on their progress, and resolve any barriers to success.
- **Support Employability:** Work closely with prison colleagues, such as Careers Information Advice & Guidance, Engagement & Resettlement Facilitators and other departments, to support learners' progression toward qualifications and successful transitions into employment.

PERSON SPECIFICATION

Requirement	Essential	Desirable
Education and Training	✓	✓
Maths and English Level 3 needed for Functional Skills Tutors.	✓	
Full teaching qualification at Level 5 or above or equivalent (e.g. PGCE, Cert Ed, DTLS) or willingness to work towards.		✓
Skills, knowledge and abilities	✓	✓
Confidence in using a diverse range of presentation, facilitation and communication skills.	✓	
The ability to handle challenging situations whilst remaining calm and in control especially in a group situation.	✓	
Respect for and understanding of Safeguarding, Equal Opportunities, Health and Safety and Data Protection policies with specific attention to health and safety requirements when organising off-site activities.	✓	
Collaborative Skills: Strong teamwork and communication skills, with the ability to collaborate effectively with colleagues, prison staff, and external agencies to support learner progression.	✓	
A passion to motivate and lead by example to support people to achieve qualifications.	✓	
Administrative Competence: Ability to manage the administrative aspects of the role, including ILPs, registers, progress reports, and exam bookings, ensuring all documentation is completed accurately and on time.	✓	

Knowledge of Reasonable Adjustments: Understanding of reasonable adjustments and how to apply them in a timely manner to ensure learners with additional needs are not disadvantaged.	✓	
Clear understanding of the OFSTED framework (EIF) with the ability to meet all standards.	✓	
Adaptable Teaching Style: Ability to teach to the top, using adaptive learning techniques to challenge all learners while addressing individual learning needs.	✓	
Reading Encouragement: Passion for promoting reading for pleasure, especially to support those with low literacy skills and encourage broader learning engagement.	✓	
Experience	✓	✓
Lesson Planning and Delivery: Strong planning skills with the ability to deliver engaging, adapted lessons that meet the diverse needs of learners, including those with basic literacy and numeracy needs, on a roll-on-roll off basis as well as cohorted.	✓	
Functional Skills Maths & English Teaching: Proven experience delivering Functional Skills Maths & English qualifications (Entry 1 to Level 2), ideally within a prison, further education, or adult learning environment.	✓	
Initial Assessment & Diagnostics: Experience using BKSB or similar diagnostic tools to assess learners' starting points and create effective, individualized learning plans.	✓	
Digital Learning Expertise: Experience creating and utilising digital content to enhance engagement and promote interactive learning.	✓	

DEMONSTRATE THE PEOPLEPLUS TRADEMARKS		Essentials	Desirable
	Customer First - Helping our customers improve their lives is our 'why'.	✓	
	True North - We always operate with high ethical standards, keeping a sense of our 'True North', even when no-one is watching. We are the best version of ourselves, all the time, in everything we do.	✓	
	Own It - We always take personal accountability for everything we do, including any issue we come across, owning it until it is fixed and seeking help when we need it.	✓	
	Improve to be the best - We want to be the best at what we do for our clients, customers, service users and learners. That means we have a passion to keep learning and improving. We never accept second best.	✓	