



COST EFFECTIVE TRAINING AND CONSULTANCY
FOR BUSINESS IMPROVEMENT



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Functional Skills Co-ordinator

We are an established provider of apprenticeships, vocational qualifications, training and consultancy. With a track record of delivery to more than 4000 customers, delivering a diverse range of services from L5 Management qualifications to fire risk assessments. We have a suite of services from face to face consultancy to eLearning courses.

Due to continued growth we are seeking a dynamic and motivated Functional Skills Co-ordinator.

Summary of the role:

Functional Skills Coordinator will be responsible for successful delivery and achievement of Functional Skills English, Maths & IT including liaison with the External Awarding Bodies. Must enjoy teaching in a variety of contexts, be committed to ensuring that young people and mature learners achieve their qualification. The role will also involve providing support to other team members liaising with employers and learners to arrange delivery of learning and assessment.

Specific Responsibilities:

- In partnership with the admissions team, coordinate effective Functional Skills Initial Assessment of all learners joining our training programmes, including an awareness of funding implications.
- Co-ordinate a thorough diagnostic assessment process for learners, to ensure that learning gaps are clearly identified, and support planned to develop this
- Prepare schemes of work and lesson plans for Functional Skills provision, including appropriate differentiation
- Deliver sessions according to the high-quality standards set for the course and qualification standards, considering session evaluation and improvements
- Assess according to formal guidelines and to internal verification standards
- Maintain accurate and complete tutor records, all tracking, and monitoring of learner progress and development to ensure appropriate interventions and high accreditation pass rates
- Prepare sampling plans for IQA

Essential skills and experience to excel in this role:

- Teaching Qualification at least to Level 3
- GCSE or Level 2 in Maths, English and ICT - A Level or equivalent preferable
- Working knowledge of current GCSE Maths standards
- Knowledge of the broad spectrum of special education needs
- Strong interpersonal, communication and engagement skills
- Good management & coordination skills
- Ability to offer appropriate Information, Advice & Guidance to both employers and learners

Desirable skills:

- Knowledge of the H&SC sector, the training sector, funding & qualification frameworks
- Recognised training / teaching qualification CertEd or PGCE CTLLS/DTLLS
- Assessing qualifications A1 D32/33/34 / IQA qualification
- A passion to see people succeed in the workplace and or into employment
- Live DBS status

Remuneration:

Attractive basic + bonus
Fully expensed pool car



Centre No: 045767



Approved HABC Centre



INVESTOR IN PEOPLE

