

Key Responsibilities for maths tutor

- Teaching Maths NCFE Function Skills qualifications at levels 1 and 2 from , twice a week 3hrs each day plus extra 2hrs to complete the relevant paperwork and mark sample papers
- Analyse initial and diagnostic assessments and prepare individual learning plan for each learner
- Manage Functional Skills caseload to ensure learners complete in a timely manner
- Provide remote learning support and motivate learners in their studies
- Complete Learning Tracker with each learner to document progress made and the learner journey
- Undertake learner reviews and update Individual learning plans (ILPs), documenting progress made and the learner journey
- To provide relevant Functional Skills statistical data to the management team
- Follow all agreed Quality Assurance Systems and Risk Management systems and comply with

all policies and procedures e.g. Health & Safety and Equal Opportunities and ensure that these policies are followed

- Undertake appropriate staff development activities that support personal development, ensuring your own teaching practice conforms with standards

