

## **Employability Tutor**

### **Job Summary**

To deliver Employability courses in a classroom environment in the centre of Leicester. It would also be desirable for the applicant to be able to deliver Functional skills qualifications, in Maths, English and ICT, up to level 2.

### **Responsibilities and Duties**

Responsible for planning and delivery of relevant courses.

To complete all relevant company documentation, following company Policies and Procedures.

Manage learner progression, through teaching and learning.

Invigilate exams and work as part of a team as well as managing own time to complete required tasks.

Maintain CPD activities.

Attend company meetings and any external training courses.

### **Qualifications and Skills**

Experience of delivering Employability qualifications and courses to the unemployed.

Hold an Assessor Qualification.

Desirable to have all 3 functional skills qualifications at level 2.

### **Benefits**

Company pension

Flexible working

Job Type: Full-time

Salary: £20,000.00 to £22,000.00 /year