

Role:	Skills for Business Tutor (Maths STEM tutor)
Package:	Pension, Unlimited leave, Flexible working
Location:	Remote working
Salary:	£30,000 or above dependent on experience
Working Hours:	Full-time
Reporting to:	Lead Tutor (Traineeships and STEM) and Director of Skills for Business

OVERVIEW OF ROLE

The Skills for Business tutor will demonstrate experience and understanding of the delivery of functional skills, curriculum innovation and curriculum strategies.

KEY RESPONSIBILITIES

- Deliver Maths L2 functional skills in line with the core curriculum to meet individual needs
- Develop and adapt resources to suit individual learner requirements
- Set assignments to progress the individual, monitoring, and reviewing these targets against their agreed learning plan
- Prepare lesson plans, schemes of work, developing the curriculum offer, working with small groups and working on a one-to-one basis
- Use interactive resources and innovation to engage, stimulate, motivate, and challenge individuals to meet their agreed Mathematics and IT targets
- Monitor attendance of learners on the provision liaising with other personnel where applicable
- Maintain documentation systems relevant to the progress of the individual ensuring reviews and learning plan accurately reflect learner targets, reviews, and progression
- Support with the mobilisation and continuous improvement of the GLA/STEM contracts
- Support and feedback on content creation, curriculum development and module selection for Maths
- Support with the training and development of staff members for maths delivery
- Deliver Excellence in teaching, employer, and learner delight
- Focus on learner engagement for day-to-day delivery and development
- Attend and contribute to monthly team, curriculum, and standardisation meetings
- Maintain confidentiality always and ensure that company information is not disclosed to third parties
- Undertake ad hoc duties as may be required by senior management commensurate with the grade of the position held
- Carry out own personal development as a learning practitioner and CPD updates to meet industry requirements
- Promote and safeguard the welfare of all learners and colleagues you are responsible for or encounter
- Consistently demonstrate Corndel values

SKILLS, KNOWLEDGE AND EXPERIENCE:

- Good understanding of quality assurance systems
- In-depth knowledge of work-based learning (apprenticeships) and/or learning and development in a corporate setting
- In-depth knowledge of maths delivery
- Capability of following Assessment Processes (Functional Skills Level 2)
- Experience of working with and meeting performance targets
- Experience working on ESFA/Local Authority contracts
- Ability to work productively with initiative and drive output within timescales whilst maintaining attention to detail and quality
- Proficient communication and presentation skills
- Ability to plan, organise and prioritise workload
- Strong coaching ability and colleague development
- Well-developed interpersonal and motivational skills
- Able to achieve deadlines and targets
- Good Microsoft Office skills
- Experience of remote working
- Ability to use Microsoft Teams in creative and engaging ways
- Experience in Apprentice Standards delivery
- Experience in curriculum development and digitising resources
- Internal verification Experience

QUALIFICATIONS AND TRAINING:

Essential Criteria Required

- CTLLS or equivalent
- Assessor Award
- Functional skills at level 2 for Maths, English and IT

Desirable Criteria

- English or Maths Degree
- Internal Verification Award
- Coaching Qualification
- Digital Skills

PERSONAL QUALITIES AND ATTRIBUTES:

- Highly developed interpersonal, motivational, and influencing skills
- Experience of developing high quality performing team members and colleagues
- A creative, lateral thinker and energetic team player with a high level of enthusiasm
- Ability to adapt to situations accordingly
- The ability to prioritise, plan contingencies and adapt to changes at short notice
- Ability to prioritise and work under pressure with good time management

Corndel is committed to building a brilliant team that is inclusive in its culture, and values diversity so that we can best serve the needs of the learners and clients that we support. We strive for equality of opportunity in all that we do and actively encourage applicants from all groups and backgrounds to apply for this role.

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