



FASHION RETAIL ACADEMY

Job Description and Person Specification

Job title:	Functional Skills Tutor
Level:	Senior Tutor
Accountable to:	Apprenticeship Manager
Hours:	Variable
Salary:	Up to £38.58 per hour

About the Academy:

The Fashion Retail Academy (FRA), founded in 2005, is the UK's leading vocational FE College specialising in fashion and retail education. We have charity status and make it our mission to inspire and develop talent for a specialist career in fashion retail. In September 2016 the FRA received an Ofsted Outstanding rating in all categories assessed, becoming the first in London, and third nationwide under the current inspection framework. We now deliver to over 1,300 students a year across our Higher Education, Further Education and Apprenticeship offers and continue to grow.

Purpose of Job

The Functional Skills Tutor will plan for, teach and support Apprenticeship students to complete their functional skills qualifications. They will achieve this through delivering classroom and workplace-based sessions as well as through small group, individual and tailored 1-2-1 support. **The role also involves UK wide travel on a regular basis to our retail clients' offices.**

The post holder will be supported to plan, design and deliver sessions to maximise student progress in a professional setting.

Duties and responsibilities

- To prepare and review session plans, scheme of work and teaching/learning materials using initial assessments and marked work to take into account the learners' individual needs
- Plan and deliver engaging and exciting training sessions to inspire and motivate learners in classroom and workplace environment, depending on employer requirements
- Travel to workplace sessions, to deliver planned functional skills sessions to individuals and groups
- To improve learners' experience through providing ongoing support as required

FAST FORWARD YOUR FASHION CAREER

www.fashionretailacademy.ac.uk | **T:** 0300 247 4000 | **T:** +44 20 7307 2345 | **E:** info@fra.ac.uk

Fashion Retail Academy, 15 Gresse Street, London W1T 1QL

Registration No. 05507547 Charity No. 1119540



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- Prepare learners for examinations to gain the appropriate qualifications
- Continually monitor and review learners' progress
- Assist in the writing, design and development of curriculum through planning time and standardisation meetings
- Monitor attendance, punctuality and progress
- To consistently deliver high standards of teaching and learning
- To provide learners with one-to-one support in a contextualised setting
- Act on feedback from teaching observations, employers, peers or other review processes
- Undertake necessary training to professionally develop and keep abreast with current practices and legislation within the sector (if required)
- Attend planning and coordination meetings as required
- Coordinate the moderation of Functional Skills exams
- To provide accurate and timely formative and summative assessment and feedback to learners, and maintain assessment records, including tracking and reporting of learner progress in line with the organisation's policy
- Complete qualification administration to required standards for awarding body and verified by IQA/EQA
- Engaging with quality management processes to ensure that teaching maintains Outstanding OFSTED standards

Other

- To perform any other duties consistent with this position as may from time to time be assigned to you anywhere within the Academy.
- To be committed to your own development through effective use of the Academy's performance review scheme and staff development processes.
- To support the delivery of the Academy's strategy as it relates to this position.
- To work collaboratively with the wider business and support the work of academic, curriculum and support functions teams as may reasonably be required in the delivery of the Academy's strategic plans.
- **Safeguarding.** Comply at all times with the FRA's safeguarding policy and play an active role in keeping students secure in their learning environment.
- **Equality and diversity.** To be committed, adhere to and promote the Academy's Equality and Diversity policy at all times.
- **Health and Safety.** Abide by and raise awareness of health and safety in line with FRA policy and procedures.
- **Data Protection.** To understand your own responsibilities, be committed to and comply with all FRA's policies, procedures and guidelines with respect to the processing and management of all personal data.

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Person Specification		
Essential	Desirable	
Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of basic MS Office packages, including Word, PowerPoint, and Outlook • Knowledge of Functional Skills curricula and examinations process • An understanding of pressures of the retail environment 	
Skills	<ul style="list-style-type: none"> • Strong teaching skills and the ability to adapt and personalise teaching approach to context • Ability to motivate and engage learners to participate and progress • Good communication, time-management and organisational skills 	
Experience and qualifications	<ul style="list-style-type: none"> • Holds a teaching qualification, at least a Diploma in Teaching in the Lifelong Learning Sector (DTLLS) • At least Level 3 in English / Maths • Prior experience of teaching English and Maths 	<ul style="list-style-type: none"> • Experience of teaching in a further education environment
Attributes / personal characteristics	<ul style="list-style-type: none"> • Customer-orientated approach • Excellent communication skills, verbal and written • Sense of initiative and a flexible approach to working • Proactive and positive attitude to new and existing challenges • Strong interpersonal skills, ability to work effectively within and across teams 	

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Living and practicing the Fashion retail Academy's values:

PROFESSIONAL – working with the utmost of honesty and integrity in all that we do, we care about the outcome

GOING THE EXTRA MILE – more than a statement, it's a state of mind. We have rigour and a relentless focus on the outcome, exceeding the expectations of our stakeholders.

INSPIRATIONAL – We motivate people to achieve great things and through demonstrating passion in our actions we are role models for others.

FLEXIBLE APPROACH – working collaboratively at all time we are adaptable and responsive to changing circumstances. We think and act creatively and are prepared to find new ways of achieving the outcome.

COLLECTIVE RESPONSIBILITY – every staff member takes responsibility for the FRA's direction of travel and innately understands how their work contributes to our strategic plan.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indicating of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation.

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