

JOB DESCRIPTION / PERSON SPECIFICATION	
Job Title	STUDY PROGRAMME TUTOR
Reports To	STUDY PROGRAMME AND FUNCTIONAL SKILLS MANAGER
Department	DELIVERY
Location	NEWBURY HYBRID
Programmes	GREAT START / APPRENTICESHIPS / ASF

JOB DESCRIPTION

WBTC is a not-for-profit work-based Training Provider delivering Apprenticeships and Study Programmes to young people between the ages of 16-25 in addition to a variety of other funded programmes and commercial courses.

Programme Profile:

Employability and Functional Skills are a key component of WBTC delivery across Apprenticeships, Study Programme and the Adult Skills Fund. The role of the Study Programme Tutor is to deliver maths/English Functional Skills from Entry Level to Level 2, either via group delivery or 121 support, and Employability Skills via group delivery. This role will require a broad range of skills and a flexible approach as we cover a range of learners, some of whom may have bespoke needs and will potentially require day and evening delivery. This role is within the Great Start and Functional Skills team.

Key responsibilities of this role include, but are not limited to:

Training & Programme Delivery

- To design, plan and deliver Functional Skills English and maths and Employability Skills to all learners on an individual or group basis according to learners learning needs and requirements
- To design and deliver engaging sessions to all designated learners, building and developing innovative resources for both face to face and on-line delivery
- To work alongside the Programme Manager and team to develop a high-quality Functional Skills and Employability curriculum
- To be part of ongoing assessment of learner's learning needs and to make adjustments as required to minimise barriers to learning and achievement (working to Education and Health Care Plans)
- To work alongside tutors and learners in other subjects to embed literacy and numeracy skills into the rest of the curriculum
- To mark and access learner work and provide feedback to support learner's development
- To plan Functional Skills examinations and assessments with the Exams Officer
- To develop a professional 'mentor' relationship with learners, giving appropriate Information, advice and guidance as required, always keeping appropriate and transparent boundaries

- To encourage growth and self-confidence by working with learners to develop all aspects of Functional Skills to aid with understanding of progress, opportunities for progression and ultimately achievement of aims
- To deliver a Personal Development Programme to a tutor group
- Continually track learner's progress
- To ensure learners are following all relevant guidelines and lead by example as a good role model at all times
- To deal with challenging or inappropriate behaviour in a professional manner according to guidelines and disciplinary procedures
- Assist with other programmes as directed by the Senior Leadership Team.

Compliance

- Complete and maintain all administrative records involving employer, learner, WBTC, ESFA and any other party relating to the learner's funded programme.

Quality

- Engage in observations of teaching, learning and assessment (OTLA) and use feedback to further develop skills and knowledge.
- Take an active role in tracking meetings with your line manager and report and matters or issues likely to affect your learners' progress or the learning programmes.
- Maintain professional knowledge in the subject/sector specialism by attending any relevant training/meetings/events necessary for individual and programme development as directed, and ensure your CPD record is up to date and shared with relevant personnel.
- Uphold the aims and objectives of our Equality, Diversity and Inclusion, Fundamental British Values and Safeguarding and Prevent policies and ensure their implementation.
- Uphold the WBTC's vision and customer charter and promote the strategic business aims.

Other

- Undertake additional duties as allocated from time to time.

ROLE COMPETENCIES

		Level 1 Applying or Level 2 Supporting
Core Competencies	• Organisational Awareness • Teamwork • Personal Accountability • Reliability • Communication – Verbal & Written	• 1 – Applying • 1 – Applying • 1 – Applying • 1 – Applying • 1 – Applying
Functional Competencies	• Analysing and Problems Solving • Planning and Organising • Flexibility • Results orientation	• 1 – Applying • 1 – Applying • 1 – Applying • 1 – Applying

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Knowledge and Expertise	- One or more relevant teaching qualifications (e.g. PTLs or equivalent upwards, assessor award, Cert Ed, PGCE, Literacy and numeracy subject specialism at level 3 upwards), and the willingness to undertake additional training for the role as required - Educated to G.C.S.E standard, including A-C in maths and English or equivalent, or a level 2 qualification or above in maths and English	Information, Advice and Guidance at Level 3 or above
Relevant Experience	- Experience of teaching and assessing English and maths - Experience of working with learners with learning difficulties and/or challenging behaviours - Experience with remote delivery	Experience of delivering training Pearson Functional Skills and Employability Skills
Communication and Relationship Skills	- Excellent oral and written communication skills and the ability to relate to a wide range of people - Ability to work effectively as a member of a team - Ability to motivate and influence a range of learners - An enthusiastic and empathetic approach - Flexible attitude - Honesty and integrity	
Practical and Physical Skills	- High level of presentation skills - Commitment to highly professional and personal standards of work and conduct - Ability to manage a constant workload with conflicting demands to achieve timely targets - Self-driven	
Decision Making and Problem Solving	Ability to work using own initiative	
Financial Responsibility	N/A	N/A

	ESSENTIAL	DESIRABLE
Responsibility for Information	To take responsibility for information held on learners meeting the requirements for confidentiality including Data Protection and GDPR	
Responsibility for Supervision / Management	N/A	N/A
Physical and Mental Effort	- Commitment to high quality - To take appropriate responsibility for the safeguarding and promotion of the welfare of children and/or vulnerable adults	
Additional Requirements	- Appropriate professional appearance - Ability to work remotely, under hybrid working - Full Driving Licence and access to a car when needed. - Good home Internet Connection	

Document Control	
Document Name	Job Description – Study Programme Tutor
Date Approved:	6/10/2025
Owner:	Natalie Elliott
Approved by:	SLT
Signed: Employee	
Signed: Line Manager	
Last Review/Approval	

Version Control			
Revision	Date	Revision Summary	Reviewed by