



JOB DESCRIPTION

1. JOB SPECIFICS	
Job Title:	ACE Functional Skills Lecturer
Reports to:	Associate Dean, Learner Skills Development
Location:	London / Birmingham / Manchester
Department:	ACE Team

2. ABOUT THE ROLE	
What you'll be doing?	<p>You will be working within the Academic Community of Excellence (ACE) team to provide Maths and English skills support to students, primarily in preparation for taking Level 2 Functional Skills exams.</p> <p>You will be delivering effective teaching, learning and support to learners enabling them to achieve their aspirations, goals and qualifications. This will involve evidencing progression against targets set in negotiation with the learner to meet, and continue to meet, their individual needs.</p>
Key Responsibilities	<p>Deliver engaging and creative learning to meet the needs of the learner, which may include those with learning differences</p> <p>Plan, prepare and deliver effective and engaging English and Maths skills tutorials and drop-in sessions to meet the needs of the students (primarily online)</p> <p>Plan, prepare and deliver effective and engaging Maths and English skills workshops to students (face-to-face and virtual)</p> <p>Develop learning support and Maths and English skills materials and resources for use primarily online and maintain them on the Virtual Learning Environments (VLEs)</p> <p>Create individual support plans tailored to learner's individual needs considering results of initial & diagnostic assessments</p> <p>Deliver learning and evidence progression to meet the targets set for the learner to enable learners to meet or exceed their goals</p> <p>Maintain accurate records to monitor learner progress and achievement</p> <p>Complete detailed documentation to evidence the need for Learning Support Funding</p> <p>Participate in development, administration and marking of exams and other assessments</p> <p>Work collaboratively with and provide accurate updates to the appropriate colleagues and support the timely achievement of the qualification</p> <p>Liaise with all staff and attend meetings as required to enhance and maintain the quality of the student experience to ensure appropriate support for students undertaking functional skills</p> <p>Being part of the ACE team, there may be a requirement to</p>

	<p>support learners with their general study skills and academic development</p> <p>Build and grow positive relationships with ACE team colleagues, staff in other teams and various stakeholders where needed</p> <p>Maintain personal and professional development in line with agreed appraisal and development programme to enhance personal knowledge and contribution to relevant activities.</p> <p>Meet partnership and internal quality assurance processes in relation to programmes</p> <p>Contribute to the wider business through sharing of best practice with the wider academic community and supporting or driving business development opportunities</p> <p>Carry out other tasks and administration duties as required</p> <p>Monitor learner’s welfare, health and safety in the workplace upskilling learner’s knowledge regarding Safeguarding, British Values, Prevent and Equality & Diversity</p>
<p>KPIs & SLAs</p>	<p>Working with a caseload of learners, to ensure Learning Support Funding rules are met and learners progress timely</p> <p>Team Performance -</p> <p>Effective team working skills</p> <p>Meeting internal QA and QAA standards</p> <p>Delivering the right support to enable learners to achieve and to progress</p> <p>Working with the wider team to ensure the appropriate support and to enhance the student journey</p> <p>Delivery of the department’s KPIs</p> <p>Personal Effectiveness -</p> <p>Expertise in subject area</p> <p>Ability to use a range of learning and teaching approaches</p> <p>Ability to use a variety of assessment techniques</p> <p>Communication</p> <p>Deliver to deadlines and excellent time-keeping</p> <p>Appropriate level of knowledge and skills to enable personal contribution to enterprise/professional practice activities</p> <p>Compliance of internal policies and procedures</p> <p>Compliance of external policies and procedures</p> <p>Willingness to engage in the development of the student experience</p>
<p>Key Working Relationships</p>	<p>Internal</p> <p>Collaborate with all QAHE staff including Welfare, Compliance, Skills Coaches and the wider Delivery Team</p> <p>Build rapport and respect within your team</p>

	<p>Build and maintain good working relationships with all internal colleagues</p> <p>External</p> <p>Build strong relations with students</p> <p>Build strong external communication lines with partners and other external stakeholders</p> <p>Manage and expand key relationships with external representatives.</p>
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3. ABOUT YOU	
Skills & Abilities	<p>Digitally and IT competent including knowledge of Excel, Word, PowerPoint, video conferencing software and student records management systems</p> <p>Ability to plan, organise and prioritise workload</p> <p>Ability to take responsibility and work towards given deadlines and targets</p> <p>Experience in development of delivery/curriculum materials</p> <p>Structured and clear communication skills</p> <p>A range of learning and teaching approaches</p> <p>A variety of teaching and assessment techniques</p> <p>Confident and self-motivated</p> <p>Well organised and methodical with excellent time management and interpersonal skills</p>
Your Experience	<p>Proven track record of delivery of Functional Skills and supervision of learners</p> <p>Recent experience of delivering Functional Skills programmes within Higher Education</p> <p>Experience of delivering support, tutorials and workshops virtually</p> <p>Proven track record of delivering one-to-one tutorials and student-centred workshops</p> <p>Proven track record of consistently exceeding targets</p> <p>Experience of delivering speaking, listening and communicating exams (desirable)</p> <p>Experience of delivering and providing general study skills support to support learners with their academic development</p>
Your Knowledge	<p>Strong knowledge of the Functional Skills curriculum including the new reforms</p> <p>Excellent knowledge of recent initiatives in curriculum development & design</p> <p>Familiar with the use of new technologies to improve the quality of teaching</p>

	<p>Sector knowledge and practice is up to date and relevant</p> <p>Working knowledge of Apprenticeship provision</p> <p>Knowledge of the City of Guilds Functional Skills Exams (desirable)</p> <p>Knowledge of Skills Forward/BKSB (desirable)</p> <p>Experience of working with neurodiverse learners (desirable)</p> <p>Knowledge and/or Experience in delivering of ancillary topics; Safeguarding, PREVENT, British Values.</p>
<p>Your Qualifications</p>	<p>A relevant degree or equivalent</p> <p>A recognised teaching qualification such as a Cert Ed, PGCE, or similar equivalent, but minimum Level 5</p> <p>GCSE English and Maths at Grade C or above</p> <p>A Level 5 or above qualification in your specialist subject (desirable)</p>
<p>What you'll bring to QA</p>	<p>Must be able to work with the minimum of supervision</p> <p>An ability to influence change</p> <p>Flexible approach to working hours</p> <p>Must be able to make timely decisions, communicate and action effectively: all decisions taken are in the best interest of the student experience and comply with University regulations and are UKVI compliant.</p> <p>All decisions and judgements in relation to staff comply with QA company policy.</p> <p>Willingness to undertake a DBS check prior to formal start date being confirmed.</p>

4. ABOUT QA	
About us	<p>We shape the next generation of technologists, leaders and innovators.</p> <p>By powering potential - the potential of over a quarter of a million learners a year. We empower them to push boundaries and thrive in the workplace.</p> <p>Why we do learning</p> <p>For over 30 years, we've worked in technology - where the impact of great learning is changing the world.</p> <p>A bold statement, but hear us out. We are right at the centre of a technological revolution. Devices are not just connecting people, cities and countries - they are connecting to each other, collecting data and using it to learn and make themselves better. Soon we will have cars that can drive themselves, fridges that make sure we never run out of milk and computers that can learn from their own mistakes.</p> <p>Driving this revolution? People.</p> <p>And this is where we come in.</p> <p>People advancing their knowledge in technology - to enrich society - build a new culture - better how we live our lives, and how we work together.</p> <p>People are learning to use technology to drive phenomenal change. This is our passion - powering their potential.</p>
We promise to be	<p>Bold</p> <ul style="list-style-type: none"> ○ Ambition is great. We set ambitious targets - holding ourselves and others to ever-higher standards. ○ We contribute (insightfully) to the debate inside and outside QA. ○ We move. Quickly. We respond to your needs - fast. <p>Collaborative</p> <ul style="list-style-type: none"> ○ We spend time getting to know you - our learners and our customers - to earn your trust. ○ We connect a solution to your problem - we have tonnes of different services to help you. ○ We're the positive person who actively gets stuck in to solving problems. <p>Progressive</p> <ul style="list-style-type: none"> ○ We embrace change - and support it. ○ We challenge ourselves to use the latest technologies and methods - no matter how out there. ○ We're curious - about what you do, about what the person next to you does, about our customers and our learners.

<p>What's on offer?</p>	<p>Learning is not just a service we provide, it's a way of life at QA, and we try to ensure that everyone has the opportunity to take advantage of our huge and varied range of learning and development options, so everyone is eligible for 3 Training Days every year, to focus on subjects they're interested in.</p> <p>We also know that many people like to "give back" and so we offer 2 paid Charity Days each year to support your chosen charity in whatever way you choose. And if you get involved in charity fundraising, QA will also double any sponsorship money raised, up to £250. This is over and above the charitable activities that we encourage through our annual QA fundraising drives - you can get involved with this as much or as little as you like. We see it as a great way to foster team building too.</p> <p>We all need to take time out to recharge our batteries from time to time and enjoy some down time, so we provide a fairly generous 25 days' holiday per annum (rising to 28 days after 5 years)- with the option to buy more if you wish.</p> <p>It's important, too, to plan for the future and ensure we are able to maintain the lifestyle we have worked so hard to achieve, once we retire from the hurly burly and slow down to enjoy our later years, so we offer a defined contribution pension plan and will match your contributions up to a maximum of 4% of your basic salary.</p> <p>Then there are two of our core benefit offerings, not the most exciting, but we consider it important to ensure everyone has the peace of mind provided by Life Assurance (4x your basic salary) and Permanent Health Insurance (after a qualifying period) in the event that ill health, or worse, disrupts our plans.</p> <p>And finally, a few fringe benefits to assist with travel and lifestyle choices:</p> <ul style="list-style-type: none"> ○ Season ticket loan ○ Corporate gym membership ○ Cycle to work scheme
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