

JOB PROFILE

Job Title: Entry Level Functional Maths tutor (Freelance)
Department: Adult Learning and Employability
Location: Kingsland Hub
Reporting to: Personal Development Lead/ Training and Assessment Coordinator

INTRODUCTION

PBHA is a housing association with charitable aims that creates positive change in people's lives. As well as homes and support, we empower people to learn, access work and discover their creative talents. Based mainly in Hackney and Islington, we work with people who are homeless, have mental ill health, learning difficulties and multiple needs. Our work enables people to move on and lead independent lives.

We are committed to mutual support, participation and personal development for both staff and service users.

Putting the role in context

PBHA has funding from Hackney Learning Trust to provide Numeracy courses for local Hackney residents. Our Numeracy courses are at entry level and usually non-accredited. We are looking for inspirational teachers who can inspire our tenants and participants to develop the skills which will make them more confident and independent.

Aims of the Post

To teach one or the following:

Money Management Entry 1, 2 and 3.

Money Management Shopping and Saving Entry 1, 2 and 3.

Specific Responsibilities

To create a Scheme of Work, develop lesson plans to ensure compliance with curriculum best practice and quality targets:

- Contribute to curriculum development
- Ensure the safeguarding of learners
- Ensure that learner records are accurate and maintained in line with data protection and PBHA policies.
- Compliance with PBHA & stakeholder policies and procedures.
- Delivery of high quality learning experiences
- Timely and accurate completion of documents related to accreditation, funding and compliancy
- Participate in continual professional development activities to ensure skills and qualifications are in line with sector best practice and third party requirements.

- Ensure compliance with Health & Safety legislation and working practice
- Contributing to third party reporting procedures.

General Information

Please note that:

- All PBHA work premises are non-smoking.

Access Information

The Kingsland Hub site has one level and is accessible to wheelchair users.

Accountability

The post holder is accountable to The Personal Development Lead/ Training and Assessment Coordinator.

PBHA is committed to equal opportunities and anti-discriminatory practice.

ROLE REQUIREMENTS

Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use the application form or covering letter to demonstrate your capabilities, in relation to each point listed under essential requirements in the role requirements. Where relevant use your answers to illustrate how your competences have helped you achieve positive results.

The minimum experience required for the post is:

Assessed by*

Assessed
by*

- Qualified post 16 teacher
- English teacher with subject specialism

The competencies required for the post are the ability to:

Assessed
by*

- Confidently teach Functional Maths at entry level
- Teach people with learning disabilities and/or autism and enable them to meet their learning goals
- Understand and empathise with PBHA's client group i.e. ex homeless, local people with mental health and/or learning disabilities
- Demonstrate through practise a commitment to excellence in teaching and learning
- Knowledge of safeguarding.

