

Job Description

Post Title

Functional Skills Tutor

Grade

SCP 18 – 22

Responsible to

Programme Manager-Targeted
Support and Employability

Responsible for

N/A

Full-time/Part-time/Sessional

Part Time

Context

Youth Connect South West (YCSW) was launched as a Public Service Mutual, limited company, and registered charity in the South West of England in November 2019 to provide a range of services primarily for the young people in the Bath and North East Somerset area.

This role will work closely with the Careers Coach to ensure that academic learning links directly to employability, personal development, and successful transitions into further education, training, or employment.

Purpose of the job

To deliver engaging and accessible Functional Skills Maths and English tuition to young people at risk of NEET or currently NEET. The tutor will design and deliver learning activities that build confidence, improve employability, and enable learners to achieve accredited qualifications or complete courses that support their progression into education, training, or employment.

Creating opportunities with young people to



Expected Outputs & Outcomes

Outputs:

- Young people engaging with upskilling activities including Maths & English Functional Skills.
- 40 qualifications achieved or courses completed over 2 years.

Short-Term Outcomes:

- Young people improve confidence, literacy, and numeracy skills.
- Learners feel more able to progress into training, education, or employment.

Medium-Term Outcomes:

- Young people use qualifications to access sustained EET (Education, Employment, Training).
- Increased employability through improved functional skills.

Youth Connect South West Accountabilities and Responsibilities

1. Teaching & Learning Delivery

- Plan, deliver, and assess high-quality Functional Skills sessions in Maths and English.
- Deliver independent lessons for specific subjects or student groups.
- Lead small group instruction and provide targeted 1:1 support as needed.
- Adapt teaching methods to suit learners with diverse abilities, needs, and barriers to learning.
- Embed employability and life skills into the curriculum to support progression.
- Assist with the organisation of learning activities and resources.

2. Learner Engagement & Support

- Motivate and support young people who may have had negative prior experiences of education.

- Provide personalised learning plans to help learners set and achieve realistic goals.
- Offer 1:1 or small group tuition where needed to ensure effective curriculum engagement.

3. Progression & Achievement

- Support learners to work towards and achieve Functional Skills qualifications.
- Monitor and record learner progress, celebrating milestones and successes.
- Liaise with online exam providers to support and book young people onto exams when ready.
- Support the assessment, recording, and reporting of student progress.

4. Collaboration

- Work alongside Careers Workers to ensure joined-up support around CEIAG and progression planning.
- Contribute to cross-team support during key transition points for learners.

5. Monitoring & Reporting

- Maintain accurate records of achievement, and progression.
- Support with the invigilation and delivery of examinations.
- Contribute to project monitoring, reporting on learner progress and qualification achievement.

Relationships

The post-holder is expected to develop and maintain positive relationships with individuals and organisations to ensure that Youth Connect South West can collaborate with others to deliver effective community work. In particular, the post holder will need to have positive relationships with the following:

- **Internal** – Colleagues, Managers, Board Members, and young people.
- **External** – Community organisations, communities, commissioners, and funders.

Responsibility for Staff and Resources

- No responsibility.

Working Environment

- The post is based at the Bath City Centre Youth Hub. Home working arrangements may be agreed; however, the role also requires delivery across a range of venues and community settings. If permissible work can take place in young people's homes

General Expectations

- YCSW is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment and duty. It is an essential requirement that staff are aware of the safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns.
- It is a YCSW requirement that applicants for this post obtain a satisfactory DBS certificate. Staff also have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
- The post holder will be expected to adhere to YCSW equalities and health & safety policies and practices.
- The post holder will need the personal resources to work within a demanding environment and to support staff to do likewise.
- All staff are expected to show a commitment to their own professional development this will include training.

PERSON SPECIFICATION

Job Title: Functional Skills Tutor

Date prepared: Oct 2025

Requirements	Essential	Desirable
Qualifications	<p>GCSE Maths and English at Grade 4/C or above or equivalent</p> <p>And</p> <p>Qualifications in education, such as a Level 3 Diploma in supporting teaching and learning.</p> <p>OR</p> <p>Educated to Level 3 with relevant experience of supporting young people with young people with SEND, learning difficulties, disabilities, and complex needs.</p> <p>Experience delivering Functional Skills Maths and/or English to young people.</p> <p>Safeguarding training and experience of addressing safeguarding concerns in line with agreed procedures and protocols.</p>	<p>Teaching qualification (e.g., PGCE, CertEd, or Level 5 Diploma in Education & Training).</p> <p>Experience teaching in alternative education, SEMH, or youth engagement settings.</p> <p>Experience delivering online qualifications.</p>
Experience	<p>Ability to engage and motivate reluctant learners.</p> <p>Good understanding of barriers faced by NEET young people.</p> <p>Experience of forming positive, supportive professional relationships with young people.</p>	<p>Experience working as part of multi-disciplinary teams.</p>

	<p>Experience of working effectively with young people from a diverse range of backgrounds and abilities</p> <p>Strong organisational and record-keeping skills.</p> <p>Experience of keeping accurate and up-to-date records according to data protection, information sharing and confidentiality protocols.</p>	
Skills and knowledge	<p>Knowledge/experience of different learning strategies and implementing them, therefore creating a positive, accessible learning environment for all young people.</p> <p>Good literacy and numeracy skills, with functional skills Level 2 or equivalent in English and Maths.</p> <p>Effective communication and interpersonal skills, with the ability to engage and motivate students.</p> <p>Proficiency in using technology to support learning and track student progress.</p>	Knowledge of CEIAG and employability skills.
Abilities	<p>Patience, flexibility, and a positive attitude towards working with young adults.</p> <p>Ability to work collaboratively.</p>	

Other requirements	<p>Flexible in approach to working pattern.</p> <p>The ability to cope with the duties and responsibilities of the post and the associated environment.</p> <p>It is essential that the post-holder can travel independently within Bath and North East Somerset and throughout the South-West.</p>	<p>A clean driving license and own transport is desirable.</p>
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Youth Connect South West Values

- Keeping young people safe – working in the best interests of young people and putting them at the centre of everything we do.
- Collaboration – working with families, communities, and other stakeholders to make things better for young people.
- Meeting expectations – going “the extra mile” to support young people.
- Inclusion – being there for all of those who need us.
- Determination and creativity – modelling the importance of trying new things, continually learning, and never giving up.