



Functional Skills Tutor
Digbeth, Birmingham
Full Time
£26,000

About Us

The New Leaf Initiative is an award-winning community interest company, experienced in supporting people who are furthest away from the employment market.

Since 2014 we have engaged with over 1200 prisoners and people with convictions, supporting a wide range of needs including education and training, employment, housing, mental health, and substance misuse.

In 2021 New Leaf was awarded 3 years funding by The National Lottery Community Fund to develop the New Leaf Workspace and Training Academy. This would expand our range of training and education for clients who have previously disengaged from mainstream education provision.

New Leaf's current training provision includes the ESFA Traineeship Programme for 19–24-year-olds in partnership with B-Skill Limited. This provides learners with work preparation training, Functional Skills support, work experience and a guaranteed job interviews with an employer. We also deliver construction training and qualifications, enabling our clients to access employment in this growing sector.

Many of our clients experience complex barriers to learning, with around 53% experiencing learning difficulties and 47% experiencing mental health issues. A high proportion of our young learners are care leavers and have EHCPs.

The Role Available

As part of this exciting period of expansion, New Leaf is looking to recruit an experienced Tutor who can deliver Functional Skills to clients participating in our programmes, working alongside our Tutor/Training Coordinator to grow, develop and deliver our training provision.

Working in a classroom environment you would primarily support young learners on the traineeship programme, delivering learning and assessment for Work preparation training and Functional Skills. Duties would include:

- Build relationships with referral partners to engage with and attract new learners onto programmes
- Recruit learners onto our courses, building upon New Leaf's positive relations with stakeholders to engage young people and adults who are eligible for funding
- Conduct face to face appointments with new learners to complete enrolment processes
- Work with learners to develop their learning plans, identifying individual aims and steps needed to achieve their goals
- Develop engaging and innovative interactive learning activities and materials to provide the best possible experience for learners who have previously disengaged from mainstream education
- Embed Employability, English, Maths, and ICT in activities and deliver Functional Skills sessions to enable learners to increase their achievement levels



- Provide pastoral support to individual learners, identifying barriers to education and employment, working with colleagues and partner agencies to address these
- Complete learning evidence in line with DFE/ESF/AEB requirements
- Provide IAG that is relevant to learners to support their development and progression into further education, employment, or apprenticeships
- Build relationships with referral partners to engage with and attract new learners onto programmes
- Work closely with the Partnerships Manager to build positive employer relationships, ensuring the availability of placement and employment opportunities for clients
- Develop New Leaf as a training hub for people with additional barriers to employment, applying to become a training centre, and delivering a range of additional qualifications to benefit our community

Skills / Experience Required

We would be interested in receiving applications from individuals with:

- Personal experience of the Criminal Justice System, either through personal lived experience, or supporting others with lived experience
- Experience as a Tutor or Teacher, delivering Functional Skills English and Maths to Level 2 or above
- Recognised teaching qualification
- Experience of class-based delivery, especially working with smaller groups of individuals with complex needs
- Experience of developing training provision and expanding services
- Compliance experience, ensuring learner documentation is completed accurately and to an audit-ready standard, and liaising with commissioners to improve processes and quality
- A driving licence is desirable as the role will involve travel to other locations as part of process of engaging with and attracting new learners

We require someone with a real passion and skill for engaging with young people and adults who are disenfranchised with mainstream education, but who can balance this charisma with an aptitude for processes and compliance.

If this is you, apply today and join our growing (and very lovely) team!

To apply please email Paul Harper or apply [online](#).