

Works4U do not accept CV's alone. If you are interested in this position, please complete an Application Form which you can find on our website in the Job Vacancies section, or by clicking this link <https://works4u.org.uk/apply/job-vacancies/>

When complete send with a cover letter to hr@normanmackie.com

Post	Functional Skills Support Coach
Reporting to:	Centre Manager
Working Pattern	3 days - Monday to Wednesday (Term Time only)
Salary	£14ph

ABOUT US

Works4U is a specialist college for young people predominantly aged between 16-24 with a range of barriers to learning. Those barriers can include for example, autism, learning disabilities, mental health support needs and low self-esteem.

Our provision includes Vocational Education and training with pathways to employment or further education. The vocational pathways include Animal care, Catering and Hospitality, Craft and construction.

At Works4U, we are committed to safeguarding and promoting the welfare of children and young people. We ensure that only individuals suitable to work with children and vulnerable people are recruited. This post is subject to a comprehensive range of vetting checks, including Police/Enhanced DBS checks.

As part of our recruitment, selection and appointment processes, Works4U implements robust safeguarding procedures to ensure the protection of children, young people and vulnerable adults, and to prevent abuse.

Use these links to check our [Safeguarding & Child Protection Policy](#) and [Safer Recruitment Policy](#) before applying.

MAIN PURPOSE

- To provide high quality teaching and learning support to the Functional Skills Lead Tutor, working with learners on a small-group basis.
- Support will focus primarily on Functional Skills (up to Level 2), with additional support for English, ICT, employability, personal development, and the holistic wellbeing of learners.

KEY RESPONSIBILITIES

Teaching, Learning & Assessment

- Identify each learner's current numeracy and literacy level through Initial Assessment in their first week.
- Document barriers to learning and develop strategies to support progression.
- Support the lead tutor to deliver engaging 1:1 and group sessions in Functional Skills up to Level 2 and wider skill areas.
- Track and record learner progress against their Personal Learning Goals and update end-of-term reports.

- Support the lead tutor to register learners for exams/tests on Walled Garden and liaise with the Functional Skills Lead regarding City & Guilds registration and criteria.

Administration & Reporting

- Maintain accurate, timely and comprehensive learner records in accordance with organisational policies.
- Support the lead tutor to provide termly progress updates for reporting purposes.
- Participate in team meetings and contribute to continuous service development.

Quality & Professional Development

- Work with the SLT to support and improve teaching quality.
- Use up-to-date resources and engage with external services as needed.
- Attend relevant CPD and training supporting learners with barriers to education or inclusion.

Learner Welfare

- Promote a safe, positive and inclusive learning environment free from bullying, intimidation, or threats.
- Demonstrate enthusiasm, initiative and a genuine passion for supporting young people.

ESSENTIAL SKILLS & EXPERIENCE

- Qualified Teacher status
- Maths and English qualifications at Level 2 or above
- IT literate—comfortable with Microsoft Office and digital learning platforms • Minimum 1 year teaching/TA experience

DESIRABLE SKILLS & EXPERIENCE

- Knowledge of City & Guilds or similar awarding bodies, including experience using online exam platforms such as Walled Garden or equivalent systems.
- Experience delivering Functional Skills
- Experience working with SEND learners, or those facing barriers to education. • Understanding of safeguarding & behaviour management
- Experience supporting learners with EHCPs.
- Confidence in planning differentiated learning activities to meet a range of abilities and learning styles.
- Experience using diagnostic assessment tools.
- Ability to engage young people in creative, practical or alternative learning activities.
- Experience working in an alternative provision, youth work or community education setting.

Functional Skills Support, Job Description