

Job Specification – Tutor (Social Housing) v3 November 2024

Introduction to Learn Plus Us

Learn Plus Us is the trading name of Simply One Stop Limited; we are an Apprenticeship and Skills training provider, approved by the DfE/ESFA on the apprenticeship provider and assessment register (APAR). Our head office is in Barnet; however, our training delivery covers all nine English regions. Founded in 2003, since 2009 we have been delivering Apprenticeships and Diplomas through the Advanced Learner Loans scheme and have held various other funding contracts. In March 2020 Learn Plus Us was acquired by the Angus Knight Group (AKG) and in February 2023 we merged the Apprenticeship division from Catch22 into Learn Plus Us.

Our **mission** is to empower individuals to learn, achieve and excel.

Our **vision** as a leading training provider, is to offer innovative and high-quality learning experiences. We support all learners to excel regardless of their background or prior attainment.

Our **intent** is to support learners to develop:

- A desire for lifelong learning.
- Personal growth which builds their knowledge, skills and behaviours.
- Pursue a successful career.
- Develop as individuals regardless of their background or starting point.

Furthermore:

- As part of our curriculum planning and sequencing, we strive to provide an environment that is both nurturing and challenging.
- All learners can discover their own unique way of learning, while gaining the confidence and life skills to succeed.
- We understand that some of our learners' progress at different rates and therefore our curriculum is tailored and flexible.
- Apprentices aspire to attain the highest grades at end point assessment and our highly skilled and experienced Tutors provide stretch and challenge to ensure the best possible outcome for them.
- At Learn Plus Us we understand the importance of wellbeing, this is why we have a dedicated team of mental health first aiders, as well as a safeguarding team, all of whom support our colleagues and learners.
- Learners are encouraged to take ownership of their learning to promote positive outcomes.
- Building trusted and secure relationships with our learners and employers is key to achieving deep level involvement.

At Learn Plus Us our aim is to have an impact on local communities as well as individuals. We will achieve this through our social value work with housing associations, local councils and charities, by providing wider opportunities to residents, service users and the community.

Benefits:

- Holidays – 25 days + birthday + additional Xmas holiday loyalty scheme, + bank holidays
- Engage discount scheme
- Employee assistance package
- Life assurance
- Pension
- New employee referral bonus scheme
- Gymflex
- Volunteer day(s)

Salary:

- £40k for those with CIH level 4 or higher
- £37.5k for those without CIH
- Base location - home
- Expenses and mileage – 45ppm and normal business expenses such as car park, training tickets

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Purpose of Role:

The primary focus of this role is taking your caseload of apprentices and learners through their learning journey, following a curriculum plan and adapting teaching and sequencing to meet the individual needs of learners and employers. Starting with their first teaching session, you will use all initial assessment information to inform your approach and teaching style, keep all records up to date, support apprentices and learners with the use of the e-portfolio and digital learning resources and steer them through their learning journey. English and maths functional skills form a key part of the apprenticeship and are embedded in the early stage of the curriculum. Additionally, you will carry out tri-party progress reviews with apprentices / learners and employers. IAG and CIAG will be delivered throughout the programme, ensuring that apprentices and learners have clarity about progression opportunities and career paths.

Tutors will contextualise training and awareness sessions covering topics such as Safeguarding, The Prevent Duty, British Values, Equality, Diversity and Inclusion (EDI) and Health and Safety (H&S), utilising our innovative wider curriculum. Our expectation is that learner and employer satisfaction rates are high, and all surveys consistently demonstrate that they would recommend LPU. You will be innovative and dynamic in your approach, stretching, challenging, and supporting apprentices and learners to be the best they can be and truly motivating them to achieve their full programme and pass all final tests and assessments with the best grades. You will be measured on progress through the learning journey, timely achievements, and retention rates.

The role holder will have accountability for:

- Supporting learners to reach their educational and personal goals by delivering outstanding training and assessment from induction through to completion, with a particular emphasis on Chartered Institute of Housing
- Ensuring that all teaching and learning based activities meet the needs of the learner and employer, in line with the standards of the apprenticeship framework and the CIH qualifications.
- Undertaking observations and/or face to face training in the workplace, where applicable.
- Delivering innovative functional skills training (face to face or remotely) based on learner needs and utilising all relevant resources.
- Assessing knowledge, skills, and behaviours and provide developmental feedback to learners.
- Maintaining apprentice and learner retention and timely achievement rates in line with company expectations.
- Conducting regular progress reviews, to track progress and address issues, with employers actively involved in process.
- Collaborate with your colleagues to collectively ensure that Learn Plus Us training is of a consistently high standard and meets the expectations of key stakeholders.
- Participating in training and development opportunities to stay up to date with housing industry trends, CIH standards and teaching methodologies.
- Promoting the mission, vision and intent of Learn Plus Us, as well as equal opportunities, data protection, and health & safety legislative requirements.

Skills, Experience and Qualifications

Essential

- Assessors' qualification (e.g., TAQA, CAVA)
- Recognised teaching qualification (e.g., PGCE, AET, or equivalent)
- Strong occupational background in Social Housing and training.
- Proven ability to develop strong professional relationships with employers and learners.
- Excellent administration, IT, and organisational skills with good experience of using MS office software.
- Comfortable working in a fast-paced environment, where there is a need to be both creative and pragmatic.
- English and maths GCSE grade C or equivalent or higher.
- Able to work from home and travel to employer sites.

Desirable

- CIH Level 4/5 Diploma in Housing or be willing to work towards
- Experience of delivering maths and English Functional Skills up to level 2.
- Relevant vocational qualification at level 3 or above.
- Experience of delivering Apprenticeships.
- Experience of designing effective teaching materials and lesson plans.
- Knowledge and understanding of the ESFA funding rules.
- A good understanding of the EIF.

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