
Job Description

Job Title: SEN Functional Skills Tutor (Maths and English)

Reporting to: Head of Functional Skills

Grade/Salary: £29,000–£32,000 (pro rated)

Hours: 14–18 hours per week

Contract: Fixed term – July 2025

Probationary Period: 6-month probationary period

Location: Main Road Nurseries, Stanwell Moor Road, TW19 6BS (Close to T5 Heathrow)

Background to the Role

Green Corridor is a dynamic UK registered Charity, working to improve the lives of 16–25 year olds with Special Educational Needs (SEN) through our various pathways and functional skills programmes. We run a section 41 Post-16 provision with about 50 learners on roll.

Summary of the Role

Our successful charity runs pathways which focus on employability and skills for every day living to help young people, with SEN and learning disabilities to gain confidence and social support, alongside nationally recognised qualifications.

Green Corridor requires the skills of an enthusiastic and reliable Functional Skills Tutor, who is able to work effectively with our learners who each have their own additional needs. The candidate we require should have experience and an affinity for working with young adults with Special Educational Needs, and have the ability to adapt their own teaching style to meet the needs of the learner. The role would involve teaching learners of all abilities in small groups from Entry level 1– level 1.

Equality & Diversity

Green Corridor is committed to promoting a diverse and inclusive community, a place where we can all be ourselves and succeed. We invite all those from different backgrounds to apply for our advertised job posts, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Safer Recruitment

We are committed to keeping our learners safe and as such we have robust Safer Recruitment and Safeguarding policies in place. It is a requirement to complete a full application form, and we will carry out pre-employment checks including references and an Enhanced DBS check for both Child and Adult workforces as part of this process.

To apply, please complete the application form and send to
recruitment@greencorridor.org.uk

Specific Duties and Responsibilities of the Role

- Plan and deliver English &/or Maths lessons to young people aged 16-25 with Special Educational Needs for levels pre-entry to Level 1/2.
- Carry out and record initial assessments on all new learners
- Support learners to pass their English and Maths FS in the given time frame
- Upskill and hold meetings with current staff to ensure that English and Maths are embedded within all lessons and provisions
- Ensure the highest level of quality across all English and Maths provision
- Create a balance between their Horticulture/Catering lessons and their FS lessons
- Carry out assessments to monitor their upskill and progression
- To build relationships with learners and fully understand their needs, in and outside of the classroom
- To create, deliver and review lesson plans

Professional Development

- To participate in 15 hours CPD per year specific to the needs of Green Corridor.
- To keep your own individual Professional Development Plan up to date.

Other duties

- The post holder will be required to undertake other appropriate activities related to achieving the organisations objectives, as determined by the CEO.

Additional Information

- Hours can be flexible within 09:00-16:30 (incl. 30 minute unpaid lunch break) Monday – Friday, but will need to be approved in advance and will remain consistent on a weekly basis.

Person Specification

Experience	Essential	Desirable
Proven experience in quality Teaching	✓	
Experience working with young people with SEN	✓	
Experience of teaching functional skills from entry level to level 1 in either English or Maths (or both)	✓	
Experience of preparing SEN learners for Exams	✓	

Qualifications & Knowledge, Skills & Personal Attributes	Essential	Desirable
Teaching Qualification - Minimum Level 3 Award in Education & Training	✓	
Hold A-C/9-4 Grade GCSE or equivalent in Maths & English.	✓	
Degree Educated within their chosen field.		✓
Must be a good team player	✓	
Qualified Teacher Status		✓
Level 3 Assessors Qualification.		✓
Strong attention to detail	✓	
Ability to work without supervision	✓	
Excellent time management skills	✓	
Excellent communication skills, both oral and written	✓	
Proactive, self-motivated, can-do attitude	✓	
IT literate: Microsoft Word, Excel. & PowerPoint	✓	
Ability to work dynamically and think creatively	✓	
Enhanced DBS clearance	✓	