

Manor Training & Resource Centre

JOB ADVERTISEMENT

Manor Training & Resource Centre (MaTReC) are seeking to appoint to the following post:

Job Title: Basic Skills Tutor

Salary: Point 26 on Scale 6 (£22,001 to £22,221 pro rata)

Hours: 16+ hrs per week available, term time only

Job Summary

We are looking for an enthusiastic and innovative tutor to deliver Literacy, Employability and Numeracy sessions as part of the organisation's curriculum provision. Most sessions have 4 hours attached (2 contact hours and 2 non contact hours).

The successful applicant will be qualified to Cert. Ed. with a level 5 subject specialism and experience in delivering basic skills courses at entry level, level 1 and level 2.

The successful applicant will be able to work to internal and external deadlines including exam and assessment submissions.

Undertake recruitment, assessment and induction of learners to courses at MaTReC and at other venues in the city.

Some off site working will be required; therefore access to a vehicle would be preferable.

This position is subject to an enhanced Criminal Records Bureau check.

For further details and/or application pack, job description and person specification please contact:

**MaTReC, 304-308 Prince of Wales Road
Sheffield S2 1FF**

Tel: 0114 264 2194

or

Email: alison@matrec.org.uk

Or download information at www.matrec.org.uk/vacancies

Closing date for applications:
12 noon on 11 November 2011