Blackburne House Group

GCSE & Functional Skills English Tutor Vacancy Pack



Welcome

Thank you for your interest in applying for the role of Functional Skills English Tutor at the Blackburne House Group.

We've put together the below information which we hope will provide some useful context and an understanding of the organisation and job role. You can also visit our website www.blackburnehouse.co.uk for greater detail on the organisation. Please do contact us for a more in-depth discussion if you'd like more detail on the role after reading through this pack.

For More Information about the Role

If you require further information about this role, please email louisenixon@blackburnehouse.co.uk to arrange a discussion.

Deadline for receipt of applications:

17th November 2026

Application Procedure

The Blackburne House application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned by the above closing date to Louise Nixon, Blackburne House, Blackburne Place, Liverpool L8 7PE. Alternatively email your completed application and monitoring form along with a covering letter to louisenixon@blackburnehouse.co.uk

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated but as a charity we unfortunately do not have the resource to respond to every application that is made.

In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, you must be eligible to live and work full time in the UK. Documented evidence of eligibility will be required from all potential employees as part of the recruitment process.

The Blackburne House Group



Blackburne House Group is a training led organisation, which delivers high quality training and education services. We're based in a beautiful Grade II listed building, situated in Liverpool's famous Hope Street quarter, close to the city centre.

Attracting thousands of visitors each year, our facilities include an education centre for women, the School for Social Entrepreneurs North West, a thriving bistro, a women's wellness centre, excellent conference facilities and a 30 place nursery. From the beginning, these highly acclaimed and flourishing social enterprises have supported our educational aims and provide tangible examples of how new markets can be used to serve local communities.

About the Role

We are seeking a passionate, dynamic, and qualified English Teacher to join our team. As an English Teacher, you will be responsible for delivering high-quality English lessons to students studying both GCSE and Functional Skills English qualifications, aimed at improving their English skills for both personal and professional development.
Your role will involve delivering engaging lessons, assessing student progress, and providing support to ensure learners achieve their potential in both reading, writing, speaking, and listening.

We are a friendly and caring organisation, and we support each other. As an equal opportunities' employer, we welcome applications from all suitably qualified persons and would particularly welcome applications from Black and Ethnic Minorities, disabled people and LGBTQ+ people.

A disclosure from the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB), may be requested in the event of a successful application to this post.
All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information.
Blackburne House is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people.

About You



We are looking for someone who is experienced in teaching adult learners to a high standard. We require a dedicated and focused individual who can work collaboratively as part of our team of tutors.

We're looking to welcome someone into our team that shares our Values and is able to form positive relationships and work with openness and integrity. During any employment with Blackburne House you will be expected to conduct yourself in a manner appropriate to the professional image of the Institution. You will be expected to provide a prompt and efficient service and to maintain appropriate standards of professionalism and of personal appearance at all times.

Job Description

Post	GCSE & Functional Skills English Tutor
Salary:	£28, 362.88 per year subject to experience
Location:	Blackburne House, Blackburne Place, Liverpool, L8 7PE
Flexibility:	There is an expectation that the successful candidate will be willing to adapt their working hours to suit the needs of the organisation.

Main Tasks

- Plan, prepare, and deliver engaging and interactive lessons that meet the needs of all learners, in line with the GCSE & Functional Skills curricula.
- Deliver lessons covering key skills in reading, writing, speaking, and listening.
- Tailor lesson content to suit the needs of individual learners, ensuring that learners with a range of abilities are supported and challenged appropriately.
- Use a variety of teaching methods, including group work, individual tasks, and digital resources to maintain learner engagement.
- Foster a positive and supportive learning environment to encourage student participation, confidence, and skill development.
- Monitor and track student progress, providing regular feedback and guidance to help learners achieve their learning goals.
- Maintain accurate records of student attendance, progress, and achievement.
- Prepare students for examinations.
- Provide additional support to students who are struggling with their studies, including one-to-one sessions and differentiated learning activities.
- Motivate students to take ownership of their learning and set personal academic goals.
- Build positive relationships with students to encourage engagement and a strong sense of accountability in their learning journey.
- Contribute to the development of learning resources, materials, and schemes of work for our English courses.
- Ensure that all teaching practices and activities comply with safeguarding policies and regulations.
- Promote a safe and inclusive environment that respects diversity and encourages equal opportunities for all students.

Person Specification

Qualifications

- Qualified Teacher Status (QTS) or equivalent teaching qualification (e.g., PGCE, CertEd).
- A minimum Level 2 in Maths and English (GCSE Grade C or above, GCSE Grade 4 or above or equivalent).

Experience

- Experience in teaching GCSE & Functional Skills English or teaching English at a similar level.
- Strong knowledge of the GCSE & Functional Skills English curriculum and qualifications.
- Ability to plan, deliver, and assess English lessons in a way that meets the needs of all learners.
- Excellent communication and interpersonal skills, with the ability to engage and motivate students.
- Good organizational skills and the ability to manage a classroom effectively.
- A commitment to continuous professional development.
- Experience working with adult learners