

JOB DESCRIPTION

POST:	Employability / Life Skills Tutor
BASED:	Hitchin
REPORTS TO:	Programme Manager
SALARY:	Circa £23-25,000 depending on experience and qualifications

1. COMPANY SUMMARY:

Develop is a not for profit organisation which manages a number of other training providers in Study Programme delivery to 16-18 year olds. Additionally we deliver a variety of other projects working with all ages ranging from organising work experience for school age children to employability skills for unemployed adults.

At our last Ofsted inspection we were graded a 2 – good – for our Study Programme provision and we aspire to be outstanding. We are therefore seeking an individual who can support continuing improvement in teaching learning and assessment, providing support, and ideas to our own tutors.

2. JOB PURPOSE:

This role is new with a clear focus on developing effective support for learners, enabling them to succeed and progress gaining confidence and gain an understanding of the world of work.

To deliver engaging and effective training programmes to our learners, making use of vocational experience and skills to enable achievement of qualifications where relevant and progression to employment/further training.

RESPONSIBILITIES:

Delivery:

1. To actively recruit learners for all programmes delivered by the centre
2. To plan, deliver and record all aspects of the learner journey for all assigned learners
3. To track and monitor the progress of the learners you teach using the systems assigned to you.
4. Ensure learners work towards SMART targets
5. Ensure all planning for your delivery is organised through a progressive scheme of work, and lesson plans and group profiles are always up to date.
6. To undertake progress reviews with your learners and complete the correct documentation to record each learners performance
7. Always liaise with other tutors with regards to your learners where appropriate
8. To liaise with the Programme Manager over all matters relating to curriculum, learners and record keeping

9. To assist the Programme Manager with curriculum development and learner placement
10. To liaise with external agencies to supplement the curriculum and ensure sustainable recruitment
11. To deliver qualification based courses to learners
12. To deliver Personal & Social Development to a variety of learners depending on need
13. To be able to deliver courses to learners with Learning Difficulties and Disabilities if appropriate
14. To deliver vocational courses to learners if appropriate
15. To assist the Programme Manager with all matters relating to the quality of provision
16. To assist the Programme Manager to ensure that diversity targets are met within the provision
17. To work from established delivery centres in Hitchin, Dunstable, Bedford and any other local centres Develop may open as well as community centres, or similar, as appropriate
18. To assist with the transfer of learner data to Develop's data staff following the correct data protocols
19. To assist the Programme Manager in the finding of work experience placements for learners as appropriate
20. To strive for appropriate progression for all learners
21. To ensure that own CPD is kept up to date and appropriate for the job role
22. To contribute fully with the production of the organisation's Self Assessment Report
23. To undertake any ad hoc tasks as required, and to be flexible in covering the work of other team members as and when necessary.

Learner support:

1. Work with individuals and or groups of learners who require additional support both in classroom based activities and in the community.
2. Support learners to improve their everyday maths, English and ICT skills.
3. Devise flexible and innovative ways to engage individual learners with support from colleagues.
4. To provide quality careers/employability support and embedded information, advice and guidance to learners.
5. Coordinate and attend employer visits with learners.
6. Implement strategies and support learners in self-esteem and confidence-building activities
7. Drawing up agreed action plans with learners, outlining the aims of the programme, and monitoring their progress.
8. Support learners to improve their confidence, resilience, team work, time management, travel skills and to maintain a healthy active lifestyle

Record keeping:

1. Ensure records of support provided are maintained and agree methods of working with Programme Manager to demonstrate individual distance travelled.
2. Contribute to the EHCP annual review process where appropriate
3. Devise and deliver internal training sessions to meet identified needs.

Communication and general administration:

1. Act in a key worker role for individual learners and their wider support network, eg parents, carers, social workers etc.
2. Communicate effectively with Develop colleagues and ensure continuity of

service to key stakeholders.

3. Ensure relevant Develop Managers are informed of any issues arising and progress of developmental activity.
4. Attend and contribute to regular whole staff and learning support team meetings.

Standardisation of Practice:

1. Support fellow Tutors in adapting and devising relevant Schemes of Work and Lesson Plans taking account of individual learner needs.
2. Work with colleagues to improve teaching, learning and assessment.
3. Where necessary contribute to the devising of processes and procedures to improve overall quality and consistency of programmes
4. Work with colleagues involved in improving quality of services, undertaking task based activities promptly where necessary to drive improvement
5. Managing your own professional development through undertaking relevant training and sharing best practice with other learning mentors

General:

1. Any other duties commensurate with the post across Develop.
2. Abide by Staff Behaviour Code of Conduct Policy
3. To comply with Company procedures
4. To keep an electronic diary constantly updated checking with line manager before making any appointments not connected to work
5. To keep an accurate and up to date record of all staff training undertaken
6. To attend and participate in team meetings as requested by CEO
7. To respect the clients and learners needs
8. To respect confidentiality of staff and learners
9. To carry identification badge when on Company business
10. To present oneself in a professional manner while working as a representative of Develop
11. To complete the travel form as required on a monthly basis
12. To participate in all inspections as required
13. To maintain CPD by attending training, reading and other relevant activities
14. To take every opportunity to promote Develop's services to potential customers

Data Protection:

All employees – as well as the Company – have responsibilities for Data Protection under current legislation. Heads of Centre's and Project Managers have responsibility for the type of personal information they collect and how they use it. It is every employee's responsibility to ensure that they comply with the organisations Data Protection Policy and any relevant procedures for requesting, processing or sharing personal information. No-one at any level should disclose or share personal information outside the organisation's policy and procedures, or use personal information held on others for their own purposes. Anyone disclosing personal information without the authority of the organisation may be committing a criminal offence, unless there is some other legal justification, for example under 'safeguarding' or 'whistle-blowing' legislation.

Safeguarding

All employees (and volunteers) are required to uphold the values of Develop with its promotion of being an inclusive and safe employer, both for staff and it's learners. In order to achieve this you shall commit to attend / participate in specific training to maintain and upskill your knowledge in these critical areas that will enable both

yourself as an employee, and Develop to comply with its legal and moral responsibilities.

All employees must report any matters, using the correct procedures, relating to these areas to ensure we continue to drive forward the safety and wellbeing of all our staff and learners.

Health and Safety

You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work.

You must co-operate with your employer and co-workers to help everyone meet their legal requirements.

You are responsible for following health and safety requirements in line with the Company policy.

Inclusion

All employees including volunteers are required to uphold and express the values of Develop during the course of their work with staff, learners and customers.

Develop is an inclusive employer promoting a positive culture for inclusion in all that we do. Fair practice should be observed at all times and you should participate in specific equality and diversity training and any other inclusion training that would up skill you for your role so that Develop complies with legal and moral responsibilities.

PERSON SPECIFICATION FOR EMPLOYABILITY TUTOR

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training	<p>Teaching Qualification; PTLLS, DTLLS, CTLLS, PGCE, QTS (or equivalent)</p> <p>Minimum of C grade GCSE's in English and maths or Level 2 Functional Skills qualification or equivalent</p>	<p>Employability related qualification</p> <p>Education to A level or its equivalent and beyond.</p> <p>Career Guidance qualification</p> <p>Assessor's award</p> <p>Full UK Driving License</p>
Experience	Experience of delivering employability qualifications	Experience of working with SEN/behavioural students
Qualities, skills, knowledge and abilities.	<p>Resilient</p> <p>An ability to remain calm and professional under pressure</p> <p>An understanding and competence of Quality Assurance in Employability</p> <p>Confident with the use of a PC and emails</p>	