

JOB DESCRIPTION

JOB TITLE: Employability/ Life Skills Tutor

JOB HOLDER: TBC

REPORTS TO: Centre Coordinator

DATE: 30th September 2020

STRATEGIC OBJECTIVES 2019-21:

1. To be a financially stable and resilient organisation.
2. To embed the highest level of quality in all services and empower staff to facilitate improvements.
3. To recruit and partner with employers to increase value and sustainability in our service offerings.
4. To ensure all resources represent best-value and remain fit-for-purpose.
5. To market our services effectively, and instil marketing as a key driver to business improvement.

JOB PURPOSE:

To create and deliver engaging programmes that link employability skills to various work sectors enabling our learners to be effectively prepared for progression opportunities. (*Strategic Objectives 2*)

To effectively plan and implement tasks, activities and experiences that allow our learners to develop confidence, resilience and techniques to be successful in the workplace. (*Strategic Objectives 3*)

PRIMARY OBJECTIVES:

PO1: Plan and deliver engaging employability subjects, enabling learners to develop skills and abilities for life and work.

PO2: To establish links with local employers to effectively enrich our learners experiences through visits to workplaces, careers events and guest speakers.

MAIN DUTIES AND RESPONSIBILITIES

PO1: Plan, deliver and evaluate an engaging employability programme, enabling learners to develop skills and abilities for life and work.

1. Deliver dynamic, fun and interactive learning sessions within an agreed timescale
2. Promote and record the learner journey
3. Produce appropriate Scheme of Work and Lesson plans where necessary
4. Create SMART learning plans
5. Stretch and challenge learners to enable them to reach their potential

6. To link employability with all vocational subjects within the centre, enabling learners to identify the impact of soft skills within different vocational sectors.
7. To confidently manage learner behaviour positively through different approaches
8. Maintain a positive attitude and lead by example at all times
9. To track and monitor the progress of learners using the correct systems and adjust accordingly
10. Ensure all planning for your delivery is organised through a scheme of work, and lesson plans.
11. To participate in progress reviews with learners, completing relevant documentation.
12. Ensure all administrative tasks are completed, accurately and within required timescales.
13. Provide accurate assessment decisions
14. Provide learners with feedback on how to further progress with key links to employability and vocational course criteria
15. Prepare and complete all administrative tasks effectively
16. Liaise with tutors in regards to learners progress
17. Liaise with the Centre Coordinator over all matters relating to the curriculum
18. To assist the Centre Coordinator with learner placements
19. To ensure delivery is suitable for learners with various Learning Difficulties
20. To strive for appropriate progression for all learners
21. Meet required targets for retention and success

PO2: To establish links with local employers to effectively enrich our learners experiences through work experience placements, visits to workplaces, careers events and guest speakers.

1. To create an up to date database of local employers available to provide work experience.
2. To work in collaboration with the Centre Coordinator to liaise with employers to arrange Work Experience placements, following all Health and Safety procedures and ensuring all documentation is completed prior to the placement commencing
3. To network with local employers and organisations to establish effective and relevant guest speakers to enrich learners experiences with vocational subjects and employability
4. To work with local organisations and employers to implement both virtual experiences and work-based projects enabling our learners to gain insight from different sectors
5. Research and communicate with local employers to ensure employability skills delivered are effective for the current labour market

General:

- To conduct yourself in a professional manner whilst representing Develop.
- To carry out any other duties commensurate with the post across Develop.
- Abide by Staff Behaviour Code of Conduct Policy

- To comply with Company policies and procedures
- To maintain an electronic diary
- To adopt and implement the Company's ways of working including adhering to and promoting the Company's purpose, vision, mission and values.
- To attend and participate in team meetings as requested by your Line Manager or CEO
- To respect the clients learners and colleagues needs
- To respect confidentiality of staff and learners
- To wear identification badge when on Company business
- To participate and cooperate with visits, inspections and observations by external organisations e.g. Ofsted/ Matrix/ Career Mark etc.
- To maintain CPD by participating in training, reading and other relevant activities to continue to adequately discharge your duties, using the Company's CPD/ Staff Development Record to log this.
- 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. Directors, Centre Coordinators 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 – Employability/ Life Skills Tutor

Factors	Essential	Desirable
Qualifications	<p>Teaching Qualification or willing to work towards</p> <p>Minimum of C grade GCSE's in English and maths or Level 2 Functional Skills qualification or equivalent</p> <p>Up to date and relevant CPD</p>	<p>Employability related qualification</p> <p>Education to A level or its equivalent and beyond.</p> <p>Career Guidance qualification</p> <p>Full UK Driving License</p>
Experience/Knowledge	<p>Experience of working with young people</p> <p>Experience of delivering employability training</p>	<p>Experience of working with SEN/ behavioural learners</p>
Qualities, skills and abilities.	<p>Reliable</p> <p>Adaptable</p> <p>Ability to network and engage employers to assist with work based learning.</p> <p>Ability to understand and empathise with learners</p> <p>A sense of perspective enabling the identification and prioritisation of tasks</p> <p>Ability to keep up to date with changes in vocational sectors and adjust delivery as required.</p> <p>Strong communication and interpersonal skills with staff and learners</p> <p>An ability to remain calm and professional under pressure</p> <p>To be confident with the use of emails and Microsoft office.</p> <p>To have experience of using current technology when teaching, e.g. Google classroom, Microsoft Teams etc.</p>	