

Job Description

Post: Construction Tutor
Based: Dunstable
Responsible to: Head of Centre
Hours per week: 22.5 hours per week (Tuesday, Wednesday & Thursday)
Salary: Circa £25000 pro rata

Job Purpose:

This role is to support young people between the ages of 16-24 who have enrolled onto the construction study programme

To develop and deliver interesting and active learning programmes that meet the needs of learners and utilise a diverse range of teaching and learning strategies. To plan and deliver Carpentry multi skills and basic landscape skills to a group setting of around 10 learners with varying abilities.

About You:

Candidates will have sound experience and ideally a relevant professional qualification up to Level 3 with experience of teaching mixed ability groups in the subject areas. The successful candidate must have proven industrial experience coupled with recent/relevant teaching exposure in Multi Skills (Landscape, Carpentry and Painting). A specialism in Carpentry would be an advantage.

You should have good communication skills, be able to work both independently and as part of a team and be fully committed to working with young people.

An ability to build trust and rapport with young people is essential.

Main Duties and Responsibilities:

1. Maintain a safe learning environment by supporting students in understanding how to keep themselves, and others, safe and notifying management of any risks.
2. Deliver outstanding learning, using creative learning strategies that will inspire and engage students to reach their full potential.
3. Provide students with academic and pastoral support to help them achieve their goals.
4. Plan and prepare lessons
5. Research and develop new topics, courses and teaching materials.
6. Teach small groups of learners from a range of backgrounds, abilities and ages
7. Monitor, assess and mark students' work
8. Maintain accurate records and monitor students' progress
9. Liaise with Head of Centre and quality team, supplying information to ensure quality standards are met
10. Conduct tutorials on a one-to-one basis with learners
11. Plan additional support for students (You will have a Learning Support Assistant)
12. Contribute to course team meetings to monitor, review and evaluate relevant courses
13. Represent the centre at parents' events, taster days, open days and careers or education conventions
14. Keep up to date with, and implement, company policies
15. Interview and assess prospective students

16. Liaise with other educational professionals and organisations
17. Undertake a range of administrative tasks.
18. Work within a classroom setting and an outdoor facility
19. To assist the Head of Centre in the finding of work experience placements for learners as appropriate
20. Organise work experience and carry out learner assessments in the workplace
21. To strive for appropriate progression for all learners
22. To ensure that own CPD is kept up to date and appropriate for the job role
23. To contribute fully with the production of the organisation's Self-Assessment Report
24. To undertake any ad hoc tasks as required, and to be flexible in covering the work of other team members as and when necessary.

The post holder will take responsibility for personal acts and omissions related to Health & Safety, Equality & Diversity, Data Protection and Safeguarding. The post holder will also comply with all information and training supplied and discuss any concerns with their Line Manager.

Other Responsibilities

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.

Success of Application will be subject to Full Enhanced Disclosure and Barring Service Check (DBS)

PERSON SPECIFICATION FOR CONSTRUCTION TUTOR

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training	Minimum of C grade GCSE's in English and maths or Level 2 Functional Skills qualification or equivalent Willing to work towards a teaching qualification	Teaching Qualification; PTLLS, DTLLS, CTLLS, PGCE, QTS (or equivalent) Construction related qualification Education to A level or its equivalent and beyond. Career Guidance qualification Assessor's award
Experience	Experience of working in the Construction industry OR Experience of working as a Construction Tutor Experience of working with SEN/behavioural students	
Qualities, skills, knowledge and abilities.	Resilient An ability to remain calm and professional under pressure An understanding and competence of Quality Assurance in Construction Confident with the use of a PC and emails	