

JOB DESCRIPTION

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| POST: | Employability Tutor |
| JOB HOLDER: | TBC |
| BASED: | Across Hertfordshire |
| REPORTS TO: | Operational Director |
| 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.

3. RESPONSIBILITIES:

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

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. To comply with company procedures
2. To promote continuous quality improvement.
3. To attend and participate in team meetings as requested.
4. Respect confidentiality of service users and key stakeholders.
5. To carry identification badge when on company business.
6. To maintain CPD for yourself and reporting team by attending training, reading and other relevant activities.
7. To take every opportunity to promote Develop services to potential customers using marketing material wherever possible.
8. To undertake any reasonable ad hoc tasks consistent with the position that are requested by the Operational Director.
9. To keep an electronic diary constantly updated checking with the Operational Director before making any appointments not connected with work.
10. Advise the Operational Director of any issues that are impacting on your ability to be successful within your role, at the earliest opportunity.

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.