

**Job Description**

**Tutor – Employability & Personal Social Development**

Location Training Department, Hornbeam Park, Harrogate

Salary £11.32 per hr

Hours per Week 35 (part time by arrangement)

Annual Leave 28 days plus statutory bank holidays (pro rata for part time staff)

Reports to Training Manager

DBS Check Enhanced with List Checks

**Key Areas of Responsibility**

* Design and delivery of learning programmes to disabled people, at varying levels in employability and personal social development
* Identify and source progression pathways including work placements , employment and FE opportunities for all learners

**Line Manages**

* No staff management

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| **Service Specific Roles** | | |
| **Role** | **Outcomes** | **Measures** |
| Deliver high quality teaching, learning & assessments, including functional skills to the standard required by the organisation and any accrediting body, in particular NCFE, sharing best practice and leading by example  Participate in teaching observation  Design, deliver and share learning materials, assessments and planning documentation, sharing and developing good practice and resources  Contribute to the development of new courses | Learners attending our service are well trained within the scope of the training programme  Learning materials are effective, usable and consistent  Training delivered is relevant and innovative | Observation of learning  Attainment of qualifications  Learner feedback  Individual learning plans |
| Be part of the team responsible for learner recruitment including initial interview and assessment  Monitor group dynamics | A good learner journey with aspirations and needs well met | Number of learners  Outcomes Star |
| Develop effective assessment and feedback strategies  Ensure effective, timely and accurate recording and reporting of learner progress, course reviews and self-assessment | The needs of learners are met, actively taking into account their feedback and views  Progress is recorded with action taken where issues are identified | Learner feedback  Outcomes Star |
| Be a point of contact for parents, carers, care assessors and employers  Ensure early contact and referral for learners in need of additional support  Provide mentoring support to learners as required – particularly in transitional work placement and employment post the project  Work with internal department and external agencies to maximise opportunities for learners | Learners and the important people in their lives are communicated with and know effective communication lines  Solutions are found, including assistive technology, for a wide range of issues  Learners are supported outside of the learning environment | Learner feedback  Outcomes Star  Numbers of learners progressing into employment/volunteering/further education  Number of referrals (Internal & external) |
| Attends staff meetings, supervision and training as required | Post holder has the training, support and communication required to effectively perform their role | Training records  Supervision records  Staff meeting minutes |
| Promotes a positive image of disability, and the organisation | Gains increased support for our work | Number of new referrals |
| Maintains personal responsibility for following our policy and procedures as well as health and safety regulations | A safe and healthy working environment | Supervision records |

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the postholder to be developed and maximised to the mutual benefit of both employer and employee.



We expect all of our employees to:

* Agree with our vision for a society that embraces the same opportunities and life choices for disabled and non-disabled people alike.
* Be positive about working for Disability Action Yorkshire
* Work well with others

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| **Person Specification – Tutor (Employability & Personal Social Development)** | |
| **Skills/competence requirements** | **Essential/desirable** |
| Effective communication and good interpersonal skills | Essential |
| High standard of numeracy and literacy | Essential |
| Good IT skills | Desirable |
| Ability to engage and build rapport with younger people and adults | Essential |
| Ability to teach others in systematic way using different methods/approaches | Essential |
| Able to work as part of a team and on own initiative | Essential |
| **Experience** | **Essential/desirable** |
| Experience of working with disabled people | Desirable |
| Teaching experience in a range of subjects | Essential |
| Experience of developing bespoke training packages/learning resources | Essential |
| Experience of delivering NCFE programmes | Essential |
| Experience of delivering functional skills training | Essential |
| **Knowledge** | **Essential/desirable** |
| Knowledge of education sector and accreditation processes | Essential |
| Knowledge of the issues affecting disabled people | Essential |
| **Other** | **Essential/desirable** |
| Current teaching qualification e.g. Level 4 Award in Education and Training or equivalent | Essential |
| Teaching qualification in basic skills Level 4. Assessor qualification (or willing to work towards) | Desirable |
| Willingness to undertake training and development activity | Essential |
| Full clean driving licence | Desirable |
| Flexibility with regard working hours | Desirable |

 We w ill always shortlist disabled candidates who meet the minimum essential criteria