

**Job Description**

**Enterprise Tutor**

Location Training Department, Hornbeam Park, Harrogate

Salary £11.27 per hr

Hours per Week 24

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

Contract Type Fixed Term (one year) – post funded by the People’s Postcode Trust

Reports to Training Manager

DBS Check Enhanced with List Checks

**Key Areas of Responsibility**

* Design and delivery of learning programmes to disabled people wishing to become self employed
* Identify and source candidates for the above training

**Line Manages**

* No staff management

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| **Service Specific Roles** | | |
| **Role** | **Outcomes** | **Measures** |
| Deliver high quality teaching, learning & assessments in all of the skills required for self employment and entrepreneurship  Ensure best use of external experts  Deliver training using varying modes of delivery including classroom, open and distance | Disabled people are equipped with the skills required to become self employed.  Lived experience information and guidance is part of the training journey  Training is accessible to a range of people in different geographic areas  Training delivered is relevant and innovative | Observation of learning  Attainment of qualifications  Learner feedback  Individual learning plans |
| Responsible for learner recruitment including initial interview and assessment | The organisation meets its stated outcomes for this project  Disabled people have the opportunity to develop the skills required to become self employed | Number of learners recruited  Outcomes Star |
| Develop effective assessment and feedback strategies  Ensure learners are assessed in functional skills and provide/source training up to a Level 2 qualification where needed  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  The organisation and funder have accurate, up to date information | Learner feedback  Outcomes Star  Reports produced |
| Provide information, advice and guidance as required  Support learners to follow on provision, lifelong learning and routes for capacity building, social inclusion and career progression. | Learners are equipped with the right tools to move forwards into self employment  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 |
| Motivational skills | Essential |
| Able to develop new programmes and recruit learners | 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 enterprise/employment training | Essential |
| **Knowledge** | **Essential/desirable** |
| Knowledge of employment issues affecting disabled people | Desirable |
| **Other** | **Essential/desirable** |
| Current teaching qualification e.g. Level 5 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