



## **JOB DESCRIPTION: IT TUTOR**

### **Our Aim**

Liberty Training is an organisation devoted to improving the lives of society's most vulnerable and needy individuals, supporting them to achieve the most in their lives. With our combined knowledge and experience Liberty Training deliver an optimum service to help learners achieve their full potential and make a positive impact on society through our nurturing and supportive Specialist Post-16 College and our soon to be established high school, Liberty High.

### **Your Role**

We have a number of exciting opportunities to join Liberty College, a growing and thriving organisation who are soon to be expanding into new premises.

Due to expansion, we are recruiting an IT Tutor to deliver IT qualifications from level 1 to level 2 and to assist the training team to provide support for learners in preparation for entering the workplace. You will have an active role in assisting learners on training courses to help them progress into education, employment, training or volunteering. You will also be responsible for teaching employability, functional skills and British values, often to challenging and disengaged young people with SEND.

As the IT Tutor, you will support the team in ensuring the courses are run effectively and the service provided reflects the ethos of the college. You will support the team in embedding IT skills into the rest of the curriculum, and ensuring directives and policies are reflected and implemented in everyday practice. You will be accountable to the Deputy Headteacher.

### **Requirements**

Your normal hours of work are 37.5 per week, to be worked over 5 days. 08.30 – 16.30 Monday to Friday, term time. Full time tutors are required to be available for work for 195 days per year (directed time). In addition to your directed days, you will be required to work such reasonable additional hours as necessary to complete your tasks. Part-time Tutors are required to work a proportion of the 195 days appropriate to their contract. The hours of work you will be expected to work will be specified by the Head of College. You are entitled to a 30-minute unpaid lunch break per day.

You must have an outgoing, friendly and confident personality with a positive attitude and a passion for helping others. Our Tutors are motivational speakers, inspirers, and energisers who broaden horizons and break down barriers to progression. We have a holistic approach to training young people, helping them wherever possible with the challenges that life may throw at them, and to join our team, you would need the same outlook.

You should be experienced in teaching IT and any applicant should have ideas for fun engaging activities. We are looking for someone with innovative ideas that steer away from traditional teaching methods. At Liberty, we have a learner-centred approach and are looking for someone with the same philosophy.

We are a small team, with an 'all hands on deck' approach, so when you are not teaching, you may be asked to assist the team in other areas.

### **Disclosure and Barring Service (DBS) Checks**

The Disclosure and Barring Service (DBS- formerly CRB) helps employers make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, are subject to a



criminal record check. All job offers are subject to successful DBS checks, an individual not being listed on the POVA register and are subject to a final offer of employment being made by Liberty.

## **Responsibilities**

### ***General***

- To fully understand the aims, objectives and ethos of Liberty and to reflect these in your daily working life
- To adhere to Liberty's policies and procedures
- To act in a professional yet approachable manner at all times
- To attend regular meetings and supervisions to help your own professional development
- To attend training as required
- Any other tasks as required or requested by your Line Manager

### ***Working with learners***

- To assess, plan and deliver IT skills with embedded English and maths to all learners on an individual or group basis according to learners learning needs and requirements
- To deliver IT skills to mixed ability, mixed level groups according to the standards of the awarding body with the assistance of the class Teaching Assistant
- To design and deliver engaging sessions, including activities and projects, incorporating life skills, PSHE, personal development and employability skills in order to provide a holistic service which prepares our learners for the world beyond education
- To assess, plan and deliver weekly taster workshops in IT to groups of learners
- To design and deliver engaging sessions, including activities and projects
- To work alongside tutors and learners in other subjects to embed IT skills into the rest of the curriculum
- To work alongside the Deputy Headteacher to develop a high-quality curriculum
- To be part of ongoing assessment of learners learning needs and to make adjustments as required minimising barriers to learning and achievement (working to Education and Health Care Plans)
- To plan and organise IT examinations and assessments, and invigilate exams
- To develop a professional 'mentor' relationship with learners, always keeping appropriate and transparent boundaries
- To encourage growth and self-confidence by working with learners to develop employability and functional skills which are embedded within the curriculum
- To ensure learners are following health and safety and behavioural guidelines
- To deal with challenging or inappropriate behaviour in a professional manner according to college guidelines and disciplinary procedures
- To lead by example as a good role model at all times, adhering to safeguarding and health and safety policies

### ***Working with other organisations***

- To promote the college and training service to other companies through email, telephone and face to face contact, including attending promotional events
- To maintain excellent working relationships with other agencies and employers to encourage good multiagency working

### ***Administration and clerical***

- To keep thorough, confidential and up to date client records for the purpose of effective and efficient client working, using cloud-based databases and Microsoft Office programmes
- To ensure all documentation is completed accurately and to a high standard and in accordance with guidelines set by the training contract and awarding body



- To maintain and update all manual and computerised training records

## PERSONAL SPECIFICATION: IT TUTOR

Skills and qualities	Essential	Desirable
Excellent communication skills and interpersonal skills	✓	
Excellent written skills	✓	
Excellent IT skills including Microsoft Office packages	✓	
Ability to work on own initiative and demonstrate the ability to organise own workload and set priorities	✓	
Ability to work accurately and to targets and deadlines	✓	
Excellent problem solving and organisational skills	✓	
Ability and willingness to work as part of a team and under instruction of the Managers	✓	
Ability to deal politely and effectively with learners, their families, other professionals and other members of staff	✓	
Flexible and adaptable	✓	
Self-motivated and able to motivate others	✓	
Be empathetic, compassionate, patient and non-judgemental	✓	
<b>Qualifications and experience</b>		
One or more relevant teaching qualifications (e.g. PTLLS or equivalent upwards, assessor award, Cert Ed, PGCE, Literacy and numeracy subject specialism at level 3 upwards), and the willingness to undertake additional training for the role as required	✓	
Educated to GCSE standard, including A-C in maths and English or equivalent, or a level 2 qualification or above in maths and English	✓	
Experience of teaching and assessing IT	✓	
Experience of working with looked after children/care leavers and an awareness of the additional barriers they face		✓
Experience of working with learners with learning conditions and/or challenging behaviours	✓	
<b>Understanding and knowledge</b>		
A respectful attitude to differences and an understanding of equality and diversity	✓	
Knowledge and understanding of confidentiality and its importance in this type of work	✓	
<b>Personal Attributes</b>		
Commitment to promoting good practice and adhering to the college ethos	✓	
Passionate about working with young people	✓	
Well-presented and a positive role model	✓	
Positive, 'glass half full' attitude	✓	
Car owner and driver		✓
Willingness to drive a 9-seater minibus		✓
Commitment to personal development through supervision, appraisal and training	✓	

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Director/Line Manager's signature:** \_\_\_\_\_

**Print:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_



**Print:**

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**Date:**

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