



JOB DESCRIPTION: TUTOR

Your Role

The role of Employability Tutor is to deliver employability and life skills 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 be responsible for teaching employability, functional and life skills and British values, often to challenging and disengaged young people who may have learning difficulties.

As a Tutor you will support the team in ensuring the courses are run effectively and the service provided reflects the ethos of the company. You will support the team in ensuring directives and policies are reflected and implemented in everyday practice. You will be accountable to the Programme Manager.

Requirements

You will usually be required to work 8.30-16.30 Monday- Friday, but this may vary according to the needs of the company.

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 attitude.

We are looking for someone with innovative ideas that steer away from traditional teaching methods. At Liberty, we have a client centred approach and are looking for someone with the same philosophy.

Our team all have 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 employability skills and, English and maths to all learners on an individual or group basis according to learners learning needs and requirements
- To design and deliver engaging sessions, including activities and projects
- To work as part of the training team to develop high quality training programmes
- To be part of ongoing assessment of learners learning needs and to make adjustments as required minimising barriers to learning and achievement
- 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 all aspects of employability and functional skills
- To ensure learners are following health and safety and behavioural guidelines
- To deal with challenging or inappropriate behaviour in a professional manner according to company guidelines and disciplinary procedures
- To lead by example as a good role model at all times

Working with other organisations

- To promote the company 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 learner 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: 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	✓	
Qualifications and experience		
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	✓	
Educated to G.C.S.E 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	✓	
Experience of working with looked after children/care leavers and an awareness of the additional barriers they face		✓
Experience of delivering training to those with EAL		✓
Experience of working with learners with learning difficulties and/or challenging behaviours	✓	
Understanding and knowledge		
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	✓	
Personal Attributes		
Commitment to promoting good practice and adhering to the company ethos	✓	
Passionate about working with young people	✓	
Well-presented and a positive role model	✓	
Positive, 'glass half full' attitude	✓	
Car owner and driver		✓
Commitment to personal development through supervision, appraisal and training	✓	