

Tutor

Job Description and Person Specification

Position Details

Position: Tutor	Department: Learner Services	Reporting to: Head of Education
Salary: £18,070pa	Contract: 1 year contract fixed until August 2019 (with potential to extend subject to funding)	Hours per week: Full time 37.5 hours per week

Overall Objective:

To lead in the planning, provision, development and delivery of activity sessions and work training skills sessions for learners across the curriculum

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<p><u>Main Objectives</u></p> <ul style="list-style-type: none"> To be an integral member of a small flexible team ensuring that the goals, aspirations and all other needs of the learners are met at all times <p><u>Summary of Duties</u></p> <ul style="list-style-type: none"> Take part and work as part of a team to ensure that the daily sessions and activities run smoothly and meet the needs of the learners. To plan or help to plan the education sessions, including the setting of goals and targets to help the learners to develop their talents and skills. Ensure paperwork (session plans and schemes of work) relating to sessions is completed in a correct and timely manner. To assist in the development, implementation, monitoring and assessment of learners individual learning plans. To assist in the identification of additional activities required for learners to enable progression, self-reliance, flexibility, confidence building and improvement in life and social skills. To comply with all MK Snap policies and procedures. Be prepared to attend any training courses/events as deemed necessary by the Head of Learner Services. To ensure that all Health and Safety policies and procedures are carried out and adhered to. 	<p><u>Essential</u></p> <ul style="list-style-type: none"> Experience in a community or educational setting. Experience of mentoring, supporting and encouraging adults with learning disabilities Strong levels of personal integrity and commitment to safeguarding A teaching qualification (PGCE/Cert Ed or equivalent) or introductory qualification in teaching and learning with adults and willing to continue working towards a full qualification Excellent communication skills. Ability to inspire, motivate and encourage people with a range of complex needs through participation in positive activity Ability to co-ordinate and prioritise workload. A demonstrable record of implementing Equal Opportunity policies and activities. <p><u>Desirable</u></p> <ul style="list-style-type: none"> Experience of working in a range of environments including schools, club and community settings. Qualification in a relevant subject. First Aid Be interested in all aspects of working in a community or charitable setting <p>This Role Requires an enhanced DBS</p>

- To raise aspirations, inspire and continually improve outcomes and quality in delivery
- To participate in management team and performance review meetings.
- To develop, protect and enhance the MK Snap brand.
- To deputise where required and act as an outstanding ambassador for the organisation
- To carry out any other duties as required which are commensurate with the level of the post.

Reference: FT Tutor

Closing Date: Friday 19th October **Interview Date:** week beginning Monday 22th October 2018