

# Full time Tutor

## Job Description and Person Specification

### Position Details

<b>Position:</b> Tutor Full time	<b>Department:</b> Learner Services	<b>Reporting to:</b> Director of Learning & Quality
<b>Salary:</b> £19,076.84 FTE	<b>Contract:</b> 1 year contract fixed until February 2023 (with potential to extend subject to funding)	<b>Hours per week:</b> Full time 8.45am to 5pm Monday to Thursday and 8.45am to 4.15pm Friday

**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><b><u>Main Objectives</u></b></p> <ul style="list-style-type: none"> <li>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</li> </ul> <p><b><u>Summary of Duties</u></b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Ensure paperwork (session plans and schemes of work) relating to sessions is completed in a correct and timely manner.</li> <li>To assist in the development, implementation, monitoring and assessment of learners individual learning plans.</li> <li>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.</li> <li>To comply with all MK Snap policies and procedures.</li> <li>Be prepared to attend any training courses/events as deemed necessary by the Head of Learner Services.</li> <li>To ensure that all Health and Safety policies and procedures are carried out</li> </ul>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>Experience in a community or educational setting.</li> <li>Experience of mentoring, supporting and encouraging adults with learning disabilities</li> <li>Strong levels of personal integrity and commitment to safeguarding</li> <li>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</li> <li>Excellent communication skills.</li> <li>Ability to inspire, motivate and encourage people with a range of complex needs through participation in positive activity</li> <li>Ability to co-ordinate and prioritise workload.</li> <li>A demonstrable record of implementing Equal Opportunity policies and activities.</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>Experience of working in a range of environments including schools, club and community settings.</li> <li>Qualification in a relevant subject.</li> <li>First Aid</li> <li>Be interested in all aspects of working in a community or charitable setting</li> </ul> <p>This Role Requires an enhanced DBS</p>

<p>and adhered to.</p> <ul style="list-style-type: none"> <li>• To raise aspirations, inspire and continually improve outcomes and quality in delivery</li> <li>• To participate in management team and performance review meetings.</li> <li>• To develop, protect and enhance the MK Snap brand.</li> <li>• To deputise where required and act as an outstanding ambassador for the organisation</li> <li>• To carry out any other duties as required which are commensurate with the level of the post.</li> </ul>	
<p><b>Reference: FT Tutor</b></p>	<p><b>Closing Date: ongoing please apply immediately</b>  <b>Interview Date: Please note that start date will be subject to SNAP operational requirements</b>  <b>Spring 2022</b></p>