**DRAFT - Job Description and Person Specification**

**Job Title:** Tutor

**Line management responsibilities:**  None

**Accountable to:**  Operations Manager

**Job Purpose:** The Tutor is responsible for the delivery of high-quality teaching of non-accredited courses and accredited Functional Skills qualifications (depending on experience and qualifications). The main focus of this role will be working with learners, both individually and in group settings to enable them to achieve their learning goals.

**Key Responsibilities:**

1. **Teaching**
2. Provide initial, formative and summative assessment to enable students to learn and, where appropriate to gain accreditation
3. Plan and deliver relevant, engaging and differentiated schemes of work and lesson plans for both 1:1 tuition and groups of learners
4. Keep accurate and up to date records to monitor the progress of students, provide data, including regular case studies, to support course evaluation and for internal and external data reporting
5. Routinely involve students in planning and outcome measurement
6. Regularly assess learners work according to relevant criteria
7. Work with the senior tutor to ensure learners are entered into appropriate exams and assessments as needed
8. **Programme development**
   1. Contribute to the development of the programme of activities delivered at Yes
   2. Contribute to the development of high-quality courses including the development of schemes of work, lesson plans and course evaluations
9. **Partnership working:**
   1. Liaison with partners in relation to teaching and learning as needed.
10. **Liaison with learners:**
    1. Carry out skills screening and initial engagement work with prospective learners
    2. Liaison with the Operations Manager and Senior Tutor regarding learner's support needs, attendance, and progression
    3. Ensure you always work within the organisational safeguarding policy and procedures
11. **General tasks:**
    1. Take responsibility for the maintenance of your own CPD and participate in training and development opportunities as required
    2. Participating in the day to day ‘life’ of YES - Commitment to undertake day to day tasks such answering the phone, welcoming learners into the building, making learners drinks, watering the plants and 'mucking in’ when something needs to be done.
    3. Working within all YES policies and procedures
    4. Act as a key holder for YES
    5. Carry out other tasks commensurate to the post

**Person Specification**

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| **Essential** |
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| Experience of working with young people |
| Ability to build positive relationships with young people with a range of needs. |
| Recognised teaching qualification and relevant experience |
| Good communicator, with the ability to work effectively with partner agencies. |
| You will be dynamic, have plenty of ‘get up and go’ and be able to use your initiative, whilst knowing when to seek support. |
| The ability to work individually and as part of a team. |
| You will have the creativity and drive to develop meaningful, relevant and inspiring programmes for learners to engage with. |
| Confident using IT to support your work, (Microsoft Office 365, Zoom or MS Teams and the internet). |
| Willingness to reflect on and develop your practice. |
| Ability to work flexibly as required |
| **Desirable** |
| Experience in a mentoring, youth work or support worker role with young people |
| Relevant experience of working with learners with additional needs including SEND/SMEH etc… |
| Experience of delivering Functional Skills qualifications from level Entry 1 to Level 2. |
| Driving licence |