

Job Description

Job Title Trainee Foundation Learning Tutor

Responsible To Youth Manager

Purpose of Post

To contribute to the delivery of a programme for unemployed (NEET) young people needing help and support, so that they can gain qualifications and access vocational, educational or employment opportunities.

To take on a range of responsibilities to build confidence in classroom delivery, while undertaking a teaching qualification.

Responsibilities

To undertake a teaching qualification and to work on key areas such as classroom management, building strong working relationships and interacting with our client group (16-19 year olds)

To plan and carry out appropriate sessions/activities to encourage personal development, life skills and confidence building.

To create a supportive environment to enable learners to develop skills, achieve qualifications and gain employment.

To work collaboratively with members of the tutor team to plan and design new schemes of work sessions, to fulfil the need of HWV's youth provision.

To reinforce Maths and English within all sessions to help learners improve their Functional Skills.

Assist with the recruitment of new learners.

Key Tasks

To get fully involved in all aspects of HWV's youth provision (planning, preparation, development and delivery).

To assist in the planning and delivery of relevant lessons, using a variety of delivery methods to mixed ability groups of learners.

To support and deliver English and Maths Functional Skills sessions using a variety of methods to mixed ability groups of learners.

Motivate and support students agreeing clear aims and goals.

Follow set systems and procedures for assessment and verification of qualifications in line with quality systems/procedures.

Liaise with other members of the tutor team to ensure cohesive planned approach to delivery of sessions.

Mark learners' work and keep up to date records of progress, whilst providing students with feedback and information on achievement.

To assist with the adaption and modification of qualification booklets in collaboration with other tutors.

To help plan and deliver Foundation Learning sessions and assess Ascentis Awards, OCR and City and Guilds qualifications.

To get to a point where you feel comfortable to cover all Foundation Learning sessions as requested by Line Manager. This will include English, Maths, PSD and ICT sessions.

General Accountabilities

Be aware of current Health and Safety regulations and work in a way that is consistent with the company's Health and Safety Policy.

Be aware of Safeguarding and Prevent practices and follow HWV Policy and Procedures.

Work in a way which encourages equal opportunities and ensure that there is a positive approach to anti-discriminatory practice at all times.

Work in a way that contributes to the continuous improvement of the quality of the service being delivered.

Attend staff meetings as required.

Receive supervision, negotiate and work towards targets and deadlines agreed with Line Manager.

Be aware of and follow the requirements laid down by the relevant inspection bodies.

Be jointly responsible, with Line Manager, for your own training and development and attend courses as negotiated.

Become a reliable member of the team, attending on set days and on time.

Any other duties as reasonably requested by the Line Manager.

Person Specification for Trainee Foundation Learning Tutor

Essential

Must be prepared to work towards a teaching qualification.

Enthusiasm for both teaching and for working with young people.

A willingness to work with potentially hard to engage learners and to help them build the skills and confidence they need to be able to gain employment or progress onto a higher level of education.

A proven ability to work well with young people aged 16 -20 years who display challenging behaviour and have low confidence and self-esteem.

An understanding of basic skills issues and other barriers learners might have.

Good level of English and Maths GCSE (grade A-C minimum or equivalent).

Good level of ICT ability and confidence to incorporate this into sessions. Excellent computer skills, knowledge of Word and Powerpoint.

Desirable

Understanding of issues faced by people living in areas such as Hartcliffe, Withywood, Knowle and Bedminster.

Record keeping and data tracking experience.

Experience of an assisting role within a classroom.

Level of English and Maths at A Level.

Personal

Flexible and adaptable approach.

Excellent communication skills.

Ability to deal with difficult young learners.

Strong teamwork ethic.

Reliable and a good time keeper.

