



# Tutor

## About the Team and the Role

As a Tutor within Mencap Training Academy's Supported Internship Programme, you'll be responsible for delivering Functional Skills Maths and English, Employability and extended curriculum on Preparing for Adulthood.

You will play a key role in empowering a diverse group of young people with a learning disability to take their next steps into paid employment. This is an opportunity to design and deliver inspiring, creative sessions that not only build skills, but also build confidence.

You'll work closely with each learner to understand their goals, celebrate their strengths, and help them overcome the barriers they may face when entering the workplace.

Working collaboratively with job coaches is at the heart of this role to ensure learning in the classroom is transferred in a practical way in the workplace.

You'll work with our Curriculum Manager to shape a robust, engaging curriculum—including English and maths—that truly meets learners' needs.

You will also build positive, professional relationships with families and carers to create a strong support network around each individual.

Our Supported Internship programmes are Ofsted regulated, so a solid understanding of Ofsted requirements is essential.

You'll track and assess learner progress, identify areas for development, and work with colleagues to create personalised learning plans that unlock each learner's potential.

Every day will bring something new. You'll be teaching a wonderfully diverse group of learners, so flexibility, creativity, and a person-centred approach are at the heart of success in this role.

## What you will bring to the role (Essentials)

- Teaching qualification at level 5 or a level 3 with a willingness to undertake a level 5 qualification post probation (DTLLS, PGCE, CertEd)
- Experience of delivering and assessing functional skills English and maths up to level 2
- A positive attitude and enthusiasm to support young people with SEND
- An ability to manage different situations in a timely and sensitive manner
- Strong communication, teamwork and organisational skills
- Passionate and creative with a positive attitude to education, continuous improvement of own practise and demonstrates an ability to reflect and develop teaching methods and coaching.
- Effective at record keeping and reporting, an ability to be able to communicate and SMART targets for learners within the group.
- Good classroom management skills and strategies for a group of learners with SEND
- Professional conduct and ability to build positive and effective relationships

**Please note:** This job description is not intended to be exhaustive. Duties and responsibilities may evolve over time to reflect the needs of the organisation and the role.



We are **passionate**  
about making the  
world a better place



We are **positive**  
in our work and  
with each other



We are **brave**  
we challenge and  
try new things



We are **kind**  
to everyone



We are **inclusive**  
of everyone



“This isn’t just a job - it’s a chance to help change the lives of people with a learning disability and their families. If you’re passionate about making a difference, join Mencap in building a more inclusive future.”

## Mencap and our Commitment to Safeguarding

Mencap is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to appropriate pre-employment checks, including references and, where applicable, an enhanced Disclosure and Barring Service (DBS) check.



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