



CONFIDENT
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right choice



Job description

Job title:	Tutor
Reports to:	Programme Coordinator
Directorate:	ICP (Communities)
Job family:	Supported Internships
Location:	
Role specific requirements:	Willingness to travel to various locations

Purpose of the role:

The Tutor role is central to the delivery of our Supported Internship Programme. This role is focussed on the delivery of the educational element of this programme; designing and delivering creative lessons to a diverse group of learners which will include Employability and functional skills topics.

The Tutor reports into the Programme Coordinator, who is responsible for the delivery of the Supported Internship Programme across a geographic area. The post holder will collaborate with other Tutors to develop a robust curriculum. They will share good practice to drive efficient and effective delivery, maximising the impact for learners. They will be accountable for the delivery of the curriculum including responsibility for adapting and implementing localised schemes of work to suit the needs of the caseload of learners for whom they are responsible.

They will deliver all elements of teaching, learning and assessment to learners including accredited functional skills in both English and Mathematics. They will support learners to gain employability skills which can be applied to a range of employment opportunities as well as prepare for adulthood generally. Where learners are eligible for additional learning support, they will work with colleagues to plan and implement strategies to meet their learning support needs. They will work collaboratively with Skills Coaches to conduct programme reviews and develop Individualised Learning Plans (ILPs).

They will work with their manager and colleagues to ensure regulatory (Ofsted) and funder (ESFA) requirements are achieved, so that learner outcomes and income targets are achieved.

This role would suit a highly motivated and qualified teacher or someone looking to pursue this career. This role is responsible for the delivery of Functional Skills and sharing wider targets to develop English and Maths skills, with other colleagues working with the learner from Entry level 1 to Level 2 alongside employability and preparing for adulthood workshops. Working closely with learners they will develop learning that supports people to overcome the barriers they face to securing paid employment.

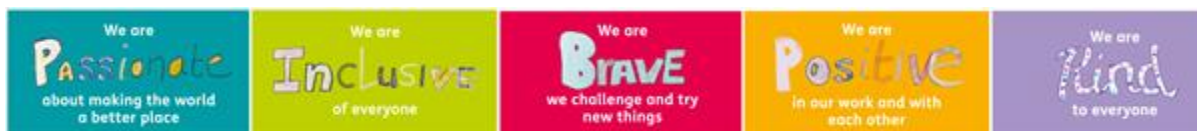
Key responsibilities

Responsibilities:

- Has a full understanding of Ofsted and the Education Inspection Framework
 - Be responsible for managing the assessment (formative and summative), and progression of the individual through the agreed delivery model whilst supporting individuals to achieve identified goals/outcomes.
 - Complete referral paperwork and complete learner Induction within set timescales using all available methods.
 - Responsible for programme reviews with learners/carers/parents.
 - Collaborate with Skills coaches/Programme Coordinators to ensure joined up approach to achieving outcomes for learners.
 - Ensure learners are progressing in English & Maths off-the-job, to work towards formal qualifications. Following internal processes ensure learners sit mock assessments in a timely way to monitor readiness for live assessments (exams). Support Skills Coaches to help learners progress in English & Maths in the workplace.
 - Ensure that learners are entered for exams in a timely way.
 - Be fully conversant with the requirement of the awarding body and keeping on top of changes to unit specification, registration details and final assessment dates.
 - Make significant contribution to curriculum development and work preparation
 - Deliver group and 1:1 sessions with learners – these could be based in Employer premises, classroom or community venue.
 - Assess learners progress, identifying areas for development and work collaboratively with colleagues to set an individualised learning plan.
 - Be responsible for ensuring that individuals develop the skills to be able to enter paid employment whilst meeting internal targets and contract requirements.
 - Develop innovative teaching resources to meet the needs of a range of learners and provide engaging and exciting training sessions to inspire learning.
 - Adhere to internal quality standards and external examining body regulations.
 - To be open to quality assurance activity to develop quality of teaching and learning activity.
 - Take responsibility for own development (CPD), and where needed use feedback to continually improve own performance.
 - Maintain high quality records pertaining to learner progress and update systems in a timely way using accurate recording, to expected standards.
 - Completes reporting required for internal and external management information, accurately and on time.
 - Mark and assess learners work and assessments and provide feedback to learners
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- Support with Education, Health and Care Plan (EHCP) reviews for all learners, where applicable.
- Engage with and input into monthly case conference.
- Demonstrates an interest and commitment to collaborate with the broader work/teams of Mencap.
- Demonstrates enthusiasm and flexibility for the team and its work providing cover where necessary.
- Take part and contribute to Self-Assessment Report (SAR) and Quality Improvement Plan (QIP).
- Has a strong working relationship with team members.
- Takes part in and contributes to reflection events feeding back outcomes to Programme Lead/Manager as appropriate.
- Monitor and track progression as required including updating records and systems.
- Ensures the adherence to safe working practices to promote personal safety and the safety of others.
- Takes responsibility for Mencap's Managing Risks with Individuals process.
- Highlights and reports any practice issues or safety concerns through line management channels to secure support and improvement in line with organisational policy.
- Demonstrates an understanding of a duty of care to the individuals supported.
- Understands responsibility for Prevent, safeguarding and critical incident reporting in accordance with both internal and external policies and procedures.

Our values



You will role model our five values in all your work activities.

Switched on about learning disability

We expect our people to be up-to-speed with the current world of learning disability, know about the challenges and realities people face and understand the impact Mencap is trying to bring about.

Collaboration

We expect people to be brilliant at collaborating across teams, functions, service types and perspectives so that people with a learning disability and their families receive the joined-up support they need. People will know and love all that Mencap does, not just the work they do.

Final comment

This job description is not exhaustive and reflects the type and range of responsibilities and outcomes associated with this role in Mencap.

Person specification

Skills & abilities	Essential/Desirable
Professional conduct and relationships	E
Effective communicator	E
Good time management and planning skills	E
Be a passionate and creative Tutor with a positive attitude to education	E
Effective Record keeping and reporting	E
Building positive relationships/partnerships	E
Good classroom management skills and strategies	E
Judgement/troubleshooting skills	E
Excellent team working skills	E
Have an interest in and desire to know more about learning disability	E
Hold a driving licence and access to a vehicle	D
Excellent IT skills	E
Knowledge and experience	Essential/Desirable
Experience of supporting people	E
Experience of delivering against targets	E
Experience of working with a diverse group of learners	E
Experience of working to targets	E
Experience of safe working practices	E
Experience & knowledge of safe working practices	E
Experience of risk management	D
Experience of thorough case conference	D
Experience of gaining stakeholder feedback	D
Experience of delivering IAG	D

Knowledge of sector	E
Knowledge and experience of delivering and assessing functional skills English and Maths up to level 2	E
Knowledge/Experience of Ofsted Inspections and the Education Inspection Framework	D
Knowledge of current curriculum and accreditation developments within further education	D
Knowledge of awarding body requirements	D

Qualifications	Essential/Desirable
A-C/9-4 English & Maths GCSE (or equivalent)	E
Recognised teaching qualification at level 5 (DTLLS, PGCE, CertEd) Or willingness to work towards	E
Recognised award in assessing or verifying	D
Recognised IAG qualification	D