|  |  |
| --- | --- |
| **Job title:** | Study Programme Tutor |
| **Location:** | Tan Bank |
| **Responsible to:** | Programme Lead |
| **Responsible for:** | Teaching/tutoring of the accredited courses for a Study Programme and supervising the learning programme of a small cohort of learners to support achievement of learning goals and progression into positive outcomes |

**Job Description**

|  |
| --- |
| **Job purpose**The planning, preparation and delivery of Landau’s Study Programme for 16-19 year olds (up to 24 with an Education, Health and Care Plan), supporting high quality teaching and learning activities, including for those with learning and health disabilities.  |

|  |
| --- |
| **MAIN DUTIES** |
|  | Support with the design, development and promotion of the programme, assisting with the recruitment and induction of learners onto Study Programme courses |
|  | Deliver high quality engaging sessions, including ASDAN Employability and Maths and English Functional Skills from Entry Level to Level 2  |
|  | Devise or tailor inspiring schemes of work, session plans and resources to meet the differentiated needs of learners and in line with assessment requirements and awarding body guidance |
|  | Assess, plan for and monitor the specific needs of learners with an Education Health and Care Plan, focusing on supporting the achievement of their outcomes and contributing to reviews with learners, parents/carers and multi- agency meetings as required |
|  | Undertake robust initial assessment, diagnostic testing and regular monitoring of individual learning plans so that learners needs are identified, met and positive progression achieved |
|  | Direct and manage the deployment of Learning Support Assistants to ensure effective teaching and learning delivery to meet the needs of learners and fulfilling legal and contractual requirements |
|  | Demonstrate commitment to continuous improvement, developing creative new approaches and innovative techniques to most effectively engage, support and retain learners on an individual basis |
|  | Encourage the learners to achieve their outcomes and make positive progressions, building their confidence and self-esteem, encouraging them to take ownership of their learning and contribute to learner reviews, as required, supporting the provision of effective information, advice and guidance to support learner progression  |
|  | Prepare learners well for success in external exams or assessments, including through effective assessment for learning, marking, monitoring and feedback  |
|  | Contribute to robust internal verification of learner’s work, highlighting areas for development and best practice, ensuring success prior to assessment and external verification/moderation |
|  | Ensure all course administration and paperwork is completed in an accurate and timely manner as per agreed requirements including registering learners for external moderation |
|  | Deliver a tailored programme of enrichment activities and tutorials to enable learners to develop skills and confidence for adult life, as responsible and active citizens  |
|  | To support the Project Coordinator to source and secure appropriate work placements for learners |
|  | Work as part of the Landau delivery team, offering flexible support when required and acting as an ambassador for Landau in a partnership environment  |
|  | Attend relevant networking/promotional/marketing events as required to support recruitment and growth in our programme deliver |
|  | Ensure that the Programme Co-ordinator, management team and, where appropriate, other staff are kept fully informed of profiled delivery, recruitment, retention and attendance and the progress or achievement of learners  |
|  | Organise and prioritise own time and responsibilities effectively, keeping abreast of developments in policy and practice  |
|  | Offer appropriate pastoral support to learners as required and championing safeguarding, British values and Prevent  |
|  | Act in a professional manner at all times, ensuring that Landau is presented in a positive manner that enhances reputation |
|  | Take opportunities for CPD as available and required, including engaging positively in observations of teaching and learning, moderation exercises and self-evaluation |

|  |
| --- |
| **OTHER** |
|  | To contribute to team and departmental meetings as required |
|  | To promote the charity in a positive and professional manner |
|  | To provide support to organisational staff and the Charity CEO as required |

Post holder may be required from time to time to undertake other duties, not specifically mentioned in this job description, but within levels of their salary scale

|  |  |
| --- | --- |
| **Prepared By:** | Carole MoretonHR Officer |
| **Date:** | November 2018 |

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company’s business.