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| **Job title:** | Marches Construction Ready Programme  Tutor/Mentor |
| **Location:** | MCR Hub, Telford and flexible locations across Marches area if required |
| **Responsible to:** | MCR Project Co-ordinator |
| **Responsible for:** | Tutoring trainees so that they gain the essential skills and knowledge needed to work in the construction industry. |

**Job Description**

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| **Job purpose**  The Marches Construction Ready Programme aims to train 400 people to be able to take-up work opportunities in the construction sector locally, equipping them to be: work ready, site ready, skills ready.  The role of Tutor is responsible for devising, developing and delivering a programme of basic construction skills training so that every trainee achieves the matrix of skills and competencies required to secure work.  Using both accredited and non-accredited training approaches, the tutor will lead and manage the learning journey from initial assessment and individualised training plan through to skills development and readiness of CSCS and Health and Safety certification, leading to progression into work. |

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| **MAIN DUTIES** | |
|  | To lead on the design, development and delivery of the programme, assisting with the initial assessment and induction of learners onto MCR Programme |
|  | Deliver high quality engaging training sessions, including accredited and non-accredited construction skills training (from Entry Level to Level 2) linked to the locally devised matrix of skills that employers are seeking from their workforce |
|  | Devise or tailor inspiring schemes of work, session plans and resources to meet the differentiated needs of learners and in line with assessment requirements for CSCS and Health and Safety Certification and/or awarding body guidance |
|  | Assess, plan for and monitor progress of specific learners focusing on supporting the achievement of their outcomes and contributing to their progression, thereby achieving project targets and goals |
|  | Undertake robust initial assessment, diagnostic testing and regular monitoring of individual training plans so that learners needs are identified, met and positive progression achieved |
|  | Direct and manage the deployment of trainee time to ensure effective progress in learning to meet the needs of learners and fulfilling the requirements of the programme |
|  | Demonstrate commitment to innovation and continuous improvement, developing creative new approaches and practical techniques so as to most effectively engage, retain learners and inspire trainees to succeed in the programme |
|  | Encourage the learners to achieve their outcomes and make positive progressions, building their work-ready skills, confidence and self-esteem, encouraging them to take ownership of their training, and supporting the provision of effective information, advice and guidance |
|  | Prepare learners well for success in external exams or assessments, such as CSCS and Health and Safety Certificate, including through effective assessment for learning, marking, monitoring and feedback |
|  | Promote a positive culture for training, personal development and achievement, demonstrating and modelling the core competencies, behaviours and attitudes required for success and providing effective mentoring to trainees |
|  | Ensure all course administration and paperwork is completed in an accurate and timely manner as per agreed requirements to secure the success of the programme and of individual trainees |
|  | Deliver a tailored interventions and enrichment activities and/or tutorials to enable learners to develop skills and confidence for work in construction sector |
|  | To support the Project Coordinator to source, secure and supervise appropriate work placements and progressions into work |
|  | Work as part of the MCR delivery team, offering flexible support when required and acting as an ambassador for Landau and our partners across the Local Enterprise Partnership area |
|  | 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 trainees |
|  | Organise and prioritise your own time and responsibilities effectively, keeping abreast of developments in the sector and across the project |
|  | Offer appropriate information, advice and guidance to trainees and suitable pastoral support as required, championing health and safety, equality and diversity, safeguarding, British values and Prevent |
|  | Act in a professional manner at all times, ensuring that MCR and Landau are presented in a positive manner that enhances reputation |
|  | Take opportunities for professional development and updating and contribute positively as a member of the project team including in continuous improvement evaluation, reporting and feedback |

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| **OTHER** | |
|  | Work in collaboration with all staff teams across Landau to ensure effective cross-working to meet the objectives of the charity |
|  | Keep abreast of developments in local, regional and national skills and employment provision supporting vulnerable groups |
|  | Take responsibility for own personal development and acquisition of new skills and knowledge in line with the changing needs of the role and the charity |
|  | To organise and lead 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

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| **Health and Safety**  The post holder is required to maintain and promote a positive attitude to health and safety and to comply with and ensure compliance with health and safety codes of practice for the safety and wellbeing of learners and staff. | |
| **Equality & Diversity**  Landau has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. Landau’s mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes | |
| **Safeguarding of Children and Vulnerable Adults**  Landau is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. This post is subject to an Enhanced DBS check (at Landau cost) | |
| **Prepared By:** | Anna Halliday |
| **Date:** | February 2019 |

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.