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| **Job title:** | Sessional Tutor |
| **Location:** | Community Venues across Telford and Wrekin and Hereford |
| **Responsible to:** | Project Coordinator |
| **Responsible for:** | Teaching/tutoring for Young People’s Programmes and supervising the learning programme of a small cohort of learners to support achievement of learning goals and progression into positive outcomes |

**Job Description**

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| **Job purpose**  The planning, preparation and delivery of sessions for young people aged 15-24 year olds identified as being Not in Education, Employment or Training (NEET) or at risk of becoming NEET, supporting them through the planning and delivery of high quality teaching and learning activities so they can achieve a progression outcome into work, apprenticeships or further learning. |

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| **MAIN DUTIES** | |
|  | Support with the design, development and promotion of the Young People’s programme and assisting with the recruitment and induction of learners, creating an individual learning plan (ILP) |
|  | Deliver high quality engaging sessions, including accredited and non-accredited short courses, aimed at preparation for employability and functional skills |
|  | Devise or tailor inspiring schemes of work, session plans and resources to meet the differentiated needs of learners |
|  | Assess, plan for and monitor the specific needs of learners including those with an Education Health and Care Plan, focusing on supporting the achievement of their outcomes |
|  | Undertake robust initial assessment, diagnostic testing and regular progress monitoring of individual learning plans so that learners needs are identified, met and positive progression achieved |
|  | 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 |
|  | Ensure all course administration and paperwork is completed in an accurate and timely manner as per agreed requirements |
|  | Deliver a tailored programme of activities and tutorials to enable learners to develop skills and confidence for adult life and sustainable work |
|  | To support the Project Coordinator to source and secure appropriate work placements, vocational tasters, volunteering opportunities etc for learners to develop their work-related skills |
|  | 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 delivery |
|  | Ensure that the Project Coordinator, 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 |

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| **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 |

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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) |

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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| **Prepared By:** | Carole Moreton  HR Officer |
| **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.