

Job Description

Job Title:	Post 16 tutor
Responsible to:	Team Manager
Responsible for:	Young People accessing Llamau's Education Provision
Location:	Vale of Glamorgan with requirements to support service delivery in other areas if needed
Purpose of Job:	To deliver Llamau's Post 16 Education and Training Programme, in order to equip those furthest away from the labour market with the skills required to sustain in mainstream education, employment or training.

Main Duties:

WORKING DIRECTLY WITH LEARNERS.

As a Post 16 Tutor to:

1. Teach the Llamau Education programme in an inspiring and safe environment in order to engage and motivate young people;
2. Undertake purposeful outreach activities to engage young people;
3. Ensure each learner fully understands and completes the appropriate induction process;
4. Individually assess the needs of each learner including their Basic Skills and other holistic skills needed to make a successful and sustainable transition
5. Agree Individual Learning Plans with each learner ensuring goals and targets are SMART and appropriate to the individual needs and aspirations

6. Review targets monthly with learners reflecting progress made;
7. Prepare and implement the curriculum ensuring its relevant to the assessment needs of the learners
8. Prepare and develop inspiring resources to suit individual learner needs and interests;
9. Teach the knowledge and skills required for Essentials Skills Wales Qualifications in communication, application of number and digital literacy to learners ranging in ability from Entry Level 1 to Level 2
10. Liaise closely with referral agencies including Llamau's own colleagues, Careers Wales, YOS, Social Services, Youth Services, CAMHS, Education providers, employers and local authorities to ensure holistic support for learners;
11. Ensure that the work undertaken by learners is regularly marked (in accordance with the Llamau Education Marking Guidance) and reviewed with appropriate feedback to the learner;
12. Ensure all learners are given the opportunity to achieve accreditation appropriate to their individual needs.
13. Ensure all learners have opportunities to engage in Welsh language and Welsh culture within the delivery structure
14. Liaise with the lead safeguarding officer regarding safeguarding issues; child protection; POVA / Duty to report; MARAC; MAPPA issues are dealt with appropriately through referrals and multi-agency liaison.

ADMINISTRATIVE DUTIES

1. To maintain and update learner records in accordance with the requirements of Llamau, funders and awarding bodies including enrolment documentation, registers, attendance timesheets, learning diaries, outcomes and enrolment documentation;
2. To maintain and update learner personal files and portfolios ensuring information is accurate and accessible to learners;

3. To be responsible for providing information and for collating evidence to meet the needs of funders and awarding bodies;
4. To assist in the design and production of inspiring resources, Involvement and Engagement material and to undertake any other administrative responsibilities as requested by management and peers.

PROGRAMME DEVELOPMENT

1. To participate as part of the team in the continuous improvement and review of the full Education programme ensuring at all times that the programme remains holistic, highly motivational, inspiring, outcome focussed and meets the individual needs of learners.
2. To creatively assist in the further development of resources, assessment materials or lesson plans as a result of feedback from learner voice and/or other Llamau staff. This may involve some preparation time outside of normal working hours.

LIAISON WITH EXTERNAL AGENCIES

1. Represent Llamau at forums and committees as agreed with the management team

GENERAL DUTIES

1. Contribute to the development of policy and procedure as necessary.
2. Participate in regular support and supervision with the Team Manager and undertake training as required.
3. Participate in team meetings.
4. Be prepared to be peripatetic based on learner needs
5. Adhere to all policies of Llamau Limited.

6. Undertake any other duties as may be reasonably required by the Operational Director, Chief Executive or Board of Trustees

Terms and Conditions

Working hours: 35
Salary: £25,584
Probationary period: 6 months
Annual leave: 25 days per year plus 1 day extra for every year with Llamau up to 32 days

Pension: We will automatically enroll you into the Aegon Pension Scheme when you meet the criteria for auto-enrolment (payroll can provide copies of current criteria) and after you have been employed by us for three months. Llamau Ltd contribute 3% of your salary with an employee contribution of 5%*. Within a month of being enrolled in the pension scheme, you will need to send us an opt-out form if you do not wish to be in the Scheme. If you do not opt out, we will deduct your contributions to the pension scheme from what we pay you.

Contributory Group pension is available after a satisfactory qualifying period of 12 months service. Llamau Ltd will then contribute 8% of your salary with an employee contribution of 2%.

Current details of the Scheme and your rights relating to it, and of your and our contributions, will be provided to you separately by the Finance team.

* These rates may change in line with legislative changes

Person Specification

ESSENTIAL	
Education	Must hold a teaching qualification or equivalent to Level 5
Experience	Experience of working with young people in a supportive training environment.

	<p>Experience of delivering accredited Basic Skills (such as Essential Skills Wales qualifications) from Entry Level 1 to Level 2.</p> <p>Ability to work with and support young people undertaking inductions, regular reviews and planning future options.</p> <p>Ability to maintain paper/monitoring systems linked to ESF, WG and other funding sources and understand the requirements for compliance</p>
Skills	<p>Empathy and understanding of the issues facing marginalized young people particularly care leavers who are unable to sustain placements in mainstream training/education.</p> <p>Ability to maintain paper/monitoring systems linked to ESF, WG and other funding sources to a complaint standard</p> <p>Ability to maintain paper/monitoring systems linked to awarding bodies to a complaint standard.</p> <p>Ability to take a leading role in the development and delivery of new learning materials.</p> <p>Ability to participate in the delivery of existing learning modules on a one-to-one and group work basis, at all times seeking to empower and motivate.</p> <p>Ability to work independently and as part of a team.</p> <p>Good standard of communication skills both written and oral</p> <p>Computer skills, including use of Microsoft Office</p>
Personal Qualities	<p>Ability to communicate effectively and appropriately with young people, staff and external agencies both verbally and in writing.</p> <p>To work on own initiative and under pressure.</p> <p>To communicate appropriately and in a non-judgemental way with young people.</p> <p>To work with young people who are non-engaging</p> <p>To organise and prioritise work</p> <p>Professional approach which includes a strong sense of professional boundaries</p>
Other	<p>Understanding of and commitment to:</p> <ul style="list-style-type: none"> • the principles of Equal Opportunities • the principles of confidentiality

	<ul style="list-style-type: none"> • work within the ethos of Llamau and its policies and procedures. • work within Health & Safety at Work regulations <p>Willingness to work in a variety of locations and settings.</p> <p>EWC registered</p> <p>Full driving licence and access to own transport and ability to travel within South Wales.</p>
DESIRABLE	
Education	A Basic Skills teaching qualification or a willingness to work towards this.

