



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE:	Tutor (PVS Vocational Centre)
GRADE:	Band 6
DEPARTMENT/OFFICE:	Park View Vocational Training Centre
REPORTS TO:	Programme Leader

Overall Objectives of the Post:

Teach a vocational programme(s) taking responsibility for the experience of all learners enrolled. Ensure the curriculum is aligned to awarding body requirements and that teaching, learning and assessment strategies used promote a high quality learning experience and facilitate learner progress leading to high levels of retention. Provide effective support for learners during their studies that promote progression, attendance and other employability skills. Take responsibility for the quality performance of the programme(s) led and report performance to line managers and central quality function.

As an employee within Park View School's, Vocational Centre all employees are required to promote, uphold and demonstrate through personal example, our values and behaviours.

Key Tasks of the Post:

- Utilising Ofsted Education Inspection Framework and other relevant quality criteria to ensure learning is delivered to required standards.
- Working effectively with individuals and or groups of learners who require additional support both in classroom based activities and in the community.
- Constructing agreed action plans with learners, outlining the aims of the programme, and monitoring their progress and providing support to learners in setting SMART targets.
- Supporting learners to improve their everyday Maths, English and ICT skills.
- Constructing flexible and innovative ways to engage individual learners.
- Providing quality careers/employability supporting and embedding information, advice and guidance to learners.
- Implementing strategies and supporting learners in self-esteem and confidence-building activities.
- Identifying learners suitable for the provision and supporting them to enrol onto the appropriate course.
- Ensuring records of support provided and individual distance travelled are maintained and demonstrable.
- Identifying and sharing best practice and facilitating opportunities for collaborative working between local training providers where there is in the best interests of learners or employers.

- Communicating effectively with colleagues and ensuring continuity of service to key stakeholders.
- Supporting colleagues in adapting and devising relevant planning documentation, taking account of individual learner needs.
- Co-ordinating and attending visits with learners, as and when required.
- Managing your own professional development through undertaking relevant training and sharing best practice with colleagues.
- Devising and delivering internal training sessions to meet identified needs.
- Attending and contributing to regular whole staff and learning support team meetings.
- Supporting the identification and delivery of new opportunities to support the objectives of the skills service.
- Working with service managers and designated nominee(s) to support the service and its partners to prepare for participation in internal and external inspection, audit and performance monitoring of service provision.
- Taking responsibility for key business improvement projects as the need arises.

Standard Responsibilities for all positions in Park View School

1. Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
2. Take appropriate responsibility to ensure the health and safety of self and others.
3. Pursue the achievement and integration of equal opportunities throughout all activities.
4. Undertake any other tasks and responsibilities appropriate to the level of this post.
5. Comply with all Park View Schools policies and procedures.
6. Park View School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Reference: DB/BB/CL

Date: 11.07.19