

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 02625

Service Area: InspireU

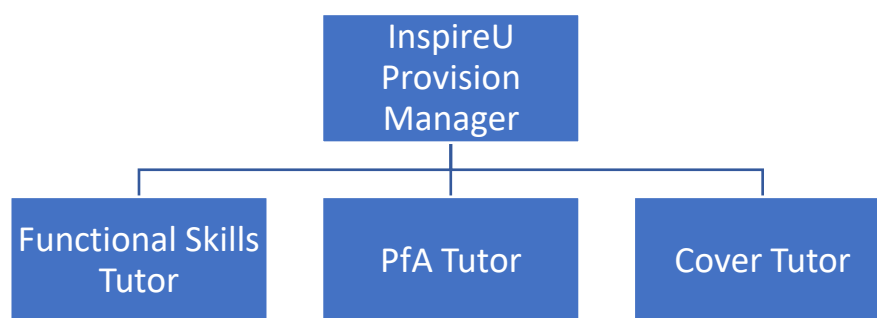
Grade: G6 (click [here](#) for value)

Job Title: Cover Tutor

PURPOSE OF JOB:

To deliver cover sessions, including English, maths, employability and preparing for adulthood, and provide guidance and support to young people on Study Programmes, Supported Internships and Traineeships who may have barriers to entering further education or employment when the tutor is absent

TEAM STRUCTURE:



MAIN DUTIES:

1. Deliver pre-planned sessions within the centre and on an outreach basis.
2. Direct support workers and adapt sessions in order to ensure the needs of the learners are met.
3. Manage the behaviour of learners within the session.
4. Offer information, advice and guidance to learners.
5. Complete learner records.
6. Administer pastoral care in the case of learners having social and personal needs.
7. Participate in enrichment activities and projects that enhance the learning experience for young people.
8. Provide support to other team members.
9. Participate in team meetings.
10. Attend relevant training and/ staff development programmes.
11. Actively promote and embed equality and diversity.

12.	Actively contribute to the County Council's and InspireU safeguarding children and vulnerable adults agenda.
13.	Take full responsibility for ensuring the Health & Safety of learners under their supervision.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Ability to deliver active and creative sessions to engage learner	P/T/I	X	
Ability to direct support workers and adapt sessions in order to ensure the needs of the learners are met	P/T/I	X	
Ability to deliver high quality information, advice and guidance	A/I	X	
Ability to be able to inspire learners to reach their full potential	P/T/I	X	
Ability to relate to learners who may have challenging behaviour	P/T/I/A	X	
Ability to reflect on own practice and have a positive approach to personal development	A/I	X	
Ability to work in a flexible manner in order to respond to the challenging demands of working within a small education provision	A/I	X	
Excellent interpersonal skills and the ability to communicate effectively, verbally and in writing at all levels	A/I/P	X	
Ability to use ICT effectively, as a means of communication, research, document production, the recording and filing and presentation of information.	A/I	X	
Driving licence and access to own vehicle	A	X	
Knowledge of Study Programmes, Supported Internships and Traineeships	A/I	X	
Knowledge of government funded training and education policies for 16-18 (25) year olds and 19+	A/I		X
Experience of delivering in a Post 16 education environment	A/I		X
Experience of working with challenging learners	P/T/I/A		X
Experience in working vulnerable young people including those with an Education, Health and Care Plan and varying needs	P/T/I/A		X
NVQ in Advice and Guidance Level 3	A/I		X
English, Maths and ICT qualifications to at least level 2	A/I	X	
PGCE/Cert Ed/DTTLS	A/I	X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.