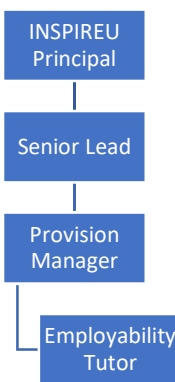


| JOB DESCRIPTION & PERSON SPECIFICATION                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Director Area:</b> Children's Services                                                                                                                                                                                                                                                                                            | <b>Job Ref Number:</b> 03902                                                                                                                                                                                                                                                          |
| <b>Service Area:</b> INSPIREU                                                                                                                                                                                                                                                                                                        | <b>Grade:</b> G6                                                                                                                                                                                                                                                                      |
| <b>Job Title:</b> INSPIREU Employability and Personal and Social Development Tutor – Level 1                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                       |
| <b>PURPOSE OF JOB:</b><br>To deliver Employability and Personal and Social Development skills 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.                                                        |                                                                                                                                                                                                                                                                                       |
| <b>TEAM STRUCTURE:</b> <div style="text-align: center; margin-top: 20px;">  <pre> graph TD     A[INSPIREU Principal] --&gt; B[Senior Lead]     B --&gt; C[Provision Manager]     C --&gt; D[Employability Tutor]                     </pre> </div> |                                                                                                                                                                                                                                                                                       |
| <b>MAIN DUTIES:</b>                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                       |
| 1                                                                                                                                                                                                                                                                                                                                    | Deliver Employability and Personal and Social Development Skills which will include Entry Level – Level 2 qualifications in Employability Awards, IT and Customer Service within a INSPIREU Centre.                                                                                   |
| 2                                                                                                                                                                                                                                                                                                                                    | Plan, through the creation of schemes of work and lesson plans, Employability Skills and Personal and Social Development programmes and create appropriate and engaging learning materials for mixed ability groups and caters for their Special Educational Needs and/or Disability. |
| 3                                                                                                                                                                                                                                                                                                                                    | Liaise and communicate with the other tutors across all sites, to ensure that a consistent scheme of learning is being followed and implemented.                                                                                                                                      |
| 4                                                                                                                                                                                                                                                                                                                                    | Direct and instruct support workers within sessions to support learners appropriately, ensuring that reasonable adjustments are made.                                                                                                                                                 |
| 5                                                                                                                                                                                                                                                                                                                                    | Mark learners work, in-line with awarding body guidelines, and provide timely feedback to support their growth and overall progress.                                                                                                                                                  |
| 6                                                                                                                                                                                                                                                                                                                                    | Be familiar with the Support Plans of all learners and the Education, Health and Care Plans of those who have them, and contribute to the EHCP Annual review process.                                                                                                                 |
| 7                                                                                                                                                                                                                                                                                                                                    | Monitor, review and record learner progress, using SMART and Growth targets. Complete learner records, including the setting and reviewing targets to monitor and record learner progress within the provision using the MIS system effectively.                                      |
| 8                                                                                                                                                                                                                                                                                                                                    | Contribute to the forecasting process and provide reports to parents / carers.                                                                                                                                                                                                        |

|    |                                                                                                                                                                                                                                                  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9  | Contribute to quality processes including preparing work for moderation and engaging in standardisation activities. Complete all relevant paperwork and qualification records in line with INSPIREU and awarding body requirements.              |
| 10 | Support other team members and share information to ensure a holistic programme is delivered to the young people and that English and math's is embedded throughout all study programmes.                                                        |
| 11 | Liaise with the Exams officer and SEND Co-ordinator for booking examinations for learners, ensuring that access arrangements have been applied for accordingly.                                                                                  |
| 12 | Offer information, advice and guidance to learners.                                                                                                                                                                                              |
| 13 | Prepare learners for their next steps working closely with the transitions and employability teams.                                                                                                                                              |
| 14 | Administer pastoral care in the case of learner's social and personal problems and signpost to the pastoral team.                                                                                                                                |
| 15 | Monitor and evaluate the effectiveness of the course to ensure continuous quality Improvement, which includes attendance and achievement rates.                                                                                                  |
| 16 | Support the learners in line with INSPIREU's behaviour management policies and processes and to foster excellent working relations with those involved with the young person, e.g., positive phone calls home.                                   |
| 17 | Participate and organise enrichment activities and projects that enhance the learning experience for young people.                                                                                                                               |
| 18 | Provide support to other team members to ensure the smooth running of the centre.                                                                                                                                                                |
| 19 | INSPIREU has seven sites across Lincolnshire and there may be times where the tutor is asked to provide support to other colleagues i.e. providing cover in other geographical areas as necessary.                                               |
| 20 | Provide support to learners that may need travel assistance to access other sites for events such as exams and enrichment activities. Car users may be asked to transport learners in their vehicles, following a robust risk assessment.        |
| 21 | Participate in team meetings which may occur at any of the seven INSPIREU centre locations.                                                                                                                                                      |
| 22 | Attend relevant training and/ staff development programmes, including the Professional Learning Experiences. Training may take place at various locations.                                                                                       |
| 23 | Actively promote and embed equality and diversity core British values and the Prevent agenda.                                                                                                                                                    |
| 24 | To support the wider INSPIREU team by attending internal and external meetings, conferences, parents evening and open days, assisting with and presenting at workshops, undertaking presentations, supporting and informing working groups, etc. |
| 25 | Actively contribute to the County Council's and INSPIREU's safeguarding children and vulnerable adults agenda                                                                                                                                    |
| 26 | Take full responsibility for ensuring the Health & Safety of learners under their Supervision and contribute to risk assessment writing process where applicable.                                                                                |
| 27 | To remain up to date and compliant with all relevant legislation, funding requirements, policies and professional codes of conduct in order to ensure compliance and uphold standards of best practice.                                          |
| 28 | Undertake any other duties consistent with the overall purpose of the job.                                                                                                                                                                       |

#### PERSON SPECIFICATION

| Requirements                                                                      | Where identified* | Essential | Desirable |
|-----------------------------------------------------------------------------------|-------------------|-----------|-----------|
| Ability to plan and deliver active and creative sessions to engage learners       | A, I, T           | x         |           |
| Ability to deliver Preparing for Adulthood lessons from Entry Level up to Level 2 | A, I              | x         |           |

|                                                                                                                                                                                                                                                             |         |   |   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---|---|
|                                                                                                                                                                                                                                                             |         |   |   |
| Ability to be able to inspire learners to reach their full potential                                                                                                                                                                                        | A, I    | x |   |
| Ability to set, review and monitor targets in order for learners to progress positively                                                                                                                                                                     | A, I    | x |   |
| Ability to demonstrate empathy to learners who may have behaviour that challenges                                                                                                                                                                           | A, I    | 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 setting, which can include covering at other centres at short notice and supporting learners to travel to all sites where required. | A, I    | x |   |
| Ability to build and maintain relationships with external organisations and other stakeholders, e.g., parents / carers                                                                                                                                      | A, I    | x |   |
| Excellent interpersonal skills and the ability to communicate effectively, verbally and in writing at all levels                                                                                                                                            | A, I, T | 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 |   |
| Experience of delivering Employability and Personal and Social Development Skills.                                                                                                                                                                          | A, I    |   | x |
| Experience of working with challenging vulnerable and high needs learners, including those with behaviour that challenges and those that have Education Health and Care Plans.                                                                              | A, I    | x |   |
| Willing to achieve within 2yrs of appointment to the post - Teaching Qualification - PGCE\Cert Ed.                                                                                                                                                          | A, I    | x |   |

|                                                                                                                       |      |   |   |
|-----------------------------------------------------------------------------------------------------------------------|------|---|---|
| Willing to achieve within 2yrs of appointment to the post English, math's and ICT qualifications to at least Level 2. | A, I | x |   |
| Level 2 Information, Advice and Guidance (or be willing to undertake)                                                 | A, I | x |   |
| Therapeutic Crisis Intervention Training                                                                              | 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.