**Who we are?**

This is an exciting time to join the TCHC Group. TCHC Group was set up in August 2004. Since then, we have continued to develop and deliver programmes to support both young people and adults to learn, achieve and progress to greater opportunities. TCHC is an organisation that believes in creating opportunities for all. It is an organisation that is ethical, friendly, and considerate and encompasses these values in all its services and operations. Most of all we believe in working together as a team to create opportunities for the individuals we work with to grow, to help them recognise and achieve their aspirations and goals and attain a positive outcome.

The staff who work for TCHC are learner-centric and want to make a real difference to the people they work with, enabling them to improve their employment situation, some of whom will have had poor experiences of learning and employment in the past. Some may have complex lives and require signposting to other organisations who can help.

Staff are valued and recognised for the contribution they make towards the organisation’s vision and goals and the effective support they provide to the individuals we engage with. We have a strong belief that success is created together; one of the reasons why we are a great employer to work for.

**Who are we looking for?**

A Multi-Skilled Construction Tutor to be responsible for coordinating, designing, delivering and developing a programme of study for groups of learners. This is a great opportunity for a dynamic, professional individual qualified/experienced in an appropriate discipline to join a forward-thinking organisation to develop and teach construction skills for learners to enter the sector.

You will be a highly self-motivated, energetic, and driven individual, encompassing a strong sense of autonomy. You will possess strong presentation and communication skills and be able to demonstrate achievement of targets.

We are looking to recruit:

|  |  |
| --- | --- |
| **Job Title** | Construction Multi Skills Tutor |
| **Location:** | Basildon, Bowlers Croft |
| **Working Hours:** | 8.45 am to 5.30 pm, Monday to Thursday, inclusive of a daily unpaid lunch break of half an hour and 8.45 am to 1.15 pm, Friday, 37.5 hours per week |
| **Contract Type:** | Permanent  |
| **Reports to:** | Centre Manager |
| **Salary Band:** | Unqualified 23k – 26K Qualified 27k-30k |

**What are we looking for?**

**Qualifications:**

* AET/Cert Ed/ PGCE/PTTLS or relevant training or teaching qualification (or willing to work towards)
* Minimum of level two qualification within a relevant vocational sector or significant occupational experience
* English to at least level 2
* Maths to at least level 2

**Main Tasks & Responsibilities:**

* Develop best practices in learning, teaching and assessment ensuring standardisation and continuity.
* To assess learners for progress and achievement.
* To be resourceful and manage materials and tools for the programmes ensuring all health and safety is adhered to, always keeping learners safe.
* Manage and maintain the construction programme environment ensuring the areas are always fit for learning.
* To engage with local companies and organisations to enhance the construction experience of all learners.
* To design, develop and monitor resources for learner use.
* To act as personal tutor to a group/s of learners and co-ordinate tutorial support liaising with the Area Manager or Deputy Manager.
* Set targets and engage Learners in their lessons.
* Provide accurate current feedback on progress and outcomes to managers and students.
* To monitor learner attendance and maintain appropriate standards of behaviour.
* To keep up to date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning in your area.
* To complete documentation, and appropriate records of learner performance and administration associated with role and responsibilities.
* To undergo continuous professional development as appropriate and directed. (Especially for the sector)
* To uphold and promote TCHC policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
* Be resourceful and ensure resources are used to their maximum potential.
* To comply with the TCHC Group safeguarding policy and practices and attend training as requested.
* To keep up to date, so far as necessary, for conducting the role with new legislation, procedures and techniques and attend relevant mandatory training.
* To be conversant with and participate in activities and developments.

**Your skills & qualities**

* Demonstrate an extensive range of knowledge, understanding and application of the construction multi-skills standards.
* Hold verifiable occupational experience in the relevant area.
* Flexible and professional approach
* Ability to work as part of a team to achieve common objectives.
* Strong communication and interpersonal skills
* Strong attention to detail
* Able to follow processes.
* Enthusiasm in the workplace
* Competent in using IT including Excel

**Awarding bodies/Funders/OFSTED**

* Follow all company policies and procedures.
* Be familiar with and research updates to qualification specifications and handbooks for subjects’ quality assured.
* Participate in OFSTED inspections as required.
* Be very familiar with key company policies.

**Note:** These responsibilities serve as an initial outline for the tasks that the post holder will initially be expected to perform. Changes may occur over time to accommodate evolving job requirements and adapt to shifting circumstances.

Furthermore, given the dynamic nature of our operational environment, individuals in these roles must demonstrate flexibility and a willingness to travel to different work locations. This outline represents an initial plan and will be subject to periodic review as part of our Continuous Professional Development process.

**Confidentiality**

The individual in this role is responsible for upholding the confidentiality of information pertaining to clients, staff, and other stakeholders. Certain aspects of their work involve handling confidential information, which should not be disclosed to individuals outside the scope of their official duties. It is imperative that the post holder consistently always adheres to the provisions of the General Data Regulation Act.

**Safeguarding, Prevent & Equal Opportunities**

TCHC is dedicated to promoting equal opportunities and preventing discrimination for everyone. Our commitment extends to adhering to Safer Recruitment Policies, safeguarding practices, complying with the Prevent Duty, and advocating for the well-being of children, youth, and adults. In pursuit of our dedication, we will continuously enhance and refine our robust safeguarding processes and procedures, fostering a culture of safeguarding among our team members and volunteers.

**Pre-employment checks**

The company also conducts an internal online search on social media platforms in accordance with the Keeping Children Safe in Education guidance. Should any pertinent information arise from this search, it will be discussed with the applicant as part of the recruitment process.

Please note that upon a successful job offer, the company performs digitalised right-to-work checks and initiates DBS applications through an external service provider. An enhanced DBS check, including the barred list, is mandatory for this role.

**Rewards for your hard work**

For us here at TCHC reward means far more than just pay. Our generous and competitive benefits package includes:

* Annual leave up to 25 days plus 8 public Bank Holiday
* We operate a Christmas and New Year shutdown period in which you will receive an additional 3 days of leave at full pay to cover this closure period.
* When your birthday falls on a working day you will receive this day off at full pay.
* Pension scheme after 3 months you have been employed with us.
* Bupa Cash Plan, level 1 paid by the company.
* Employee Assistance Programme to access help and support 24 hours a day every day of the year for immediate family (eligibility applies)
* Discounted membership for BUPA (subject to the qualifying conditions)
* Long Service club loyalty gift upon completion of 5- and 10-years’ of continuous service
* Quarterly and annual awards
* Company tools and equipment for the performance of your duties
* Reimbursement of travel expenses

**How to Apply**

To apply please complete the application form online at: <https://www.tchc.net/vacancies/apply-now>

**Application deadline**

The closing date for applications is 25/02/2024.

**Interview date**

Interviews are scheduled for 01/03/2024.