**Who are we?**

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 young people to learn, achieve and progress toward 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.

***TCHC is a disability confident, committed employer.***

**Who are we looking for?**

Can you engage and build positive relationships with young people who may have complex needs? Do you feel that vulnerable young people deserve an opportunity to develop their skills and abilities and have the best chance to succeed?

Are you enthusiastic, determined and resilient with effective communication skills?

***If yes, read on……***

TCHC is looking for a motivational tutor to join our new team as the **Employability & Business/Retail** **Tutor** based at our new GAPS Watford Centre. Our Centre provides further education for learners aged 16-18 or 19-24 with an EHCP. You will plan engaging schemes of work, set and review targets, track learner progress and assess in relation to awarding body regulations. We are eager to hire an individual who believes all young people deserve an enriching education and opportunities to better their future and prepare them for further education, employment and adulthood.

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| --- | --- |
| **Job Title** | Employability & Business/Retail Tutor |
| **Location:** | Watford, Herts |
| **Working Hours:** | 8.30 am to 5.00 pm, Monday to Friday, 1-hour lunch, 37.5 hours per week (FT or Term Time option available) |
| **Contract Type:** | Perm |
| **Reports to:** | Centre Manager |
| **Salary Band:** | Unqualified £24,000 - £26,000, Qualified £27,000 – £30,000 per annum |

**What are we looking for?**

**Qualifications:**

* Qualified to PTLLS/DTLLS/Cert Ed/ PGCE (essential) or willing to work towards a teaching qualification (essential)
* Assessor qualification
* GCSE (or equivalent L2 Functional skills) in English and maths at grade C/4 or above **(essential)**
* Business or Retail
* Confident with your delivery
* Able to work with young people who have different learning needs

If you do not currently hold a teaching or assessing qualification, we are able to support you through the appropriate qualifications or assessments.

**Main Tasks & Responsibilities**

As the Employability Business/Retail Tutor, you will be responsible for the quality of education through your planning and teaching of the curriculum, as well as differentiating your lesson activities and resources. You will be required to ensure work is marked, records are kept, and assessment is ongoing. You will need to ensure all learners are on track throughout the year, preparing a portfolio of work to demonstrate how they meet assessment criteria, and maintaining a high level of successful pass rates.

**Teaching, Learning and Assessment**

* Engage and build a rapport with all young people
* Plan, prepare and teach lessons at levels Entry 3, Level 1 & 2,
* Create engaging schemes of work that demonstrate sequencing of learning and progression.
* Create engaging lessons that are full of learning and development.
* Plan for learners' needs through the use of initial assessment, previous learning and EHCPs
* Differentiate lesson plans and resources in line with learner needs as outlined in EHCP documents or through observations
* Track progress of learners using the appropriate and provided tracking systems
* Provide and deliver engaging sessions meeting the individual needs of all learners
* Plan and develop SMART-appropriate learning plans for individual learners alongside monitoring their EHCP outcomes.
* Monitor and assess learner progress, ensuring timely achievements through the year, record and report the development, progress, and attainment of students in accordance with TCHC’s assessment policies and in line with the principles of assessment for Learning.
* Make use of current technology to enhance teaching and learning.
* conduct pastoral responsibilities as required
* Conduct 1:1 progress review of qualifications and personal skills
* Manage any behaviour issues that arise in line with TCHC policy, with support from the Centre Manager
* Implement TCHC’s inclusion and equal opportunity policies.
* Ensure that learning support assistants and visiting speakers are used effectively in the learning environment.
* Organise and implement trips and events for learning
* Provide appropriate encouragement, guidance, and support to learners to help them progress
* Participate in events/open days as required
* Support for absent colleagues as required
* Participate in OFSTED inspections as required

**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, it is crucial for individuals in these roles to 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.

**Commitment to Safeguarding**

TCHC is committed to Safeguarding and to promoting the welfare of children, young people and adults. All staff are expected to adhere to our Safeguarding & Child Protection Policy and the safeguarding responsibilities outlined in their job description.

We conduct Safer Recruitment Checks on all staff prior to confirming a start date, in line with Keeping Children Safe in Education. An online search of information within the public domain is conducted on all candidates who are invited to interview,

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ’s guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

Please see our Recruitment with Safer Recruitment Policy for further information or get in touch on 01923 698430 or safeguarding@tchc.net

**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 20 days plus 8 public Bank Holidays
* 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.
* Sickness pay allowance.
* Pension scheme after 3 months of being 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://tchc.net/apply-now/>