**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?

We are seeking a passionate and dedicated Employability Skills Tutor to join our team. The ideal candidate will work with young learners aged 16-19, including those with diverse learning needs, to equip them with essential employability skills while incorporating elements of business and retail. The tutor will focus on building confidence, communication, teamwork, and vocational skills necessary for success in the workplace. It is important that you are passionate about supporting young people to enable them to reach their goals, as at times young people have barriers to overcome and require patience alongside tutors who can adapt their teaching styles for the required needs.

|  |  |
| --- | --- |
| **Job Title:** | Employability Skills 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:**

* Relevant teaching qualification (e.g. PTLLS, AET, Cert Ed, PGCE, or equivalent)
* Assessor qualifications
* Experience teaching employability skills, business, or retail, preferably to young adults.
* Strong understanding of various learning needs and the ability to adapt teaching methods accordingly.
* Excellent communication and interpersonal skills.
* Ability to inspire and motivate learners from diverse backgrounds.

**Desirable Skills and Experience:**

* Experience in business or retail sectors.
* Knowledge of career pathways and opportunities for young people in the employment market.
* Familiarity with education frameworks, including City & Guilds, Gateway or similar qualifications.
* Experience of good to outstanding delivery of education
* Delivering to classes of up to 16 learners, planning sessions and courses, managing various learning needs through the session

**Main Tasks & Responsibilities**

**Curriculum Development:**

* Design and deliver engaging lesson plans that cover employability skills, business principles, and retail practices.
* Tailor materials and instructional methods to meet the diverse learning needs of learners.

**Teaching:**

* Facilitate interactive classroom sessions that promote active participation and real-world application of skills.
* Setting of differentiated objectives for all to work towards
* Have clear session structure that is consistent and allows all to build knowledge and develop skills
* Teach essential skills such as CV writing, interview techniques, customer service, teamwork, and problem-solving within business and retail contexts.

**Assessment and Progress Tracking:**

* Assess student progress through assignments, projects, and examinations.
* Provide constructive feedback and work with learners to set individual learning goals.

**Support and Mentorship:**

* Offer guidance and support to learners in overcoming barriers to learning and achieving their personal and vocational goals.
* Foster a supportive and inclusive classroom environment.
* Read and EHCP’s to ensure you plan to meet learners’ needs through your delivery
* Manage behaviour within your classroom following the behaviour management policy

**Collaboration:**

* Work closely with other tutors, support staff, and industry partners to enhance learning experiences.
* Establish partnerships with local businesses for work placement opportunities and enrichment activities.

**Professional Development:**

* Stay current with industry trends and best practices in employability skills and business/retail education.
* Participate in training and professional development opportunities to enhance teaching effectiveness.

**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.

**Commitment to Safeguarding**

TCHC is committed to Safeguarding and 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

**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 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/>