**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?**

Come and join our team at the Dunstable Education Centre, be part of something special that will make a difference to young people in Central Bedfordshire and further.

Are you an inspiring Tutor with a real passion for creating engaging and creative sessions and looking for a rewarding new challenge? Are you eager to make a difference in the lives of young people by providing them with enriching knowledge and experiences?

***If yes, read on……***

As the skills for life tutor, you will be responsible for planning, teaching, and monitoring your learners' progress through their journey, enabling learners with learning differences to develop their confidence, independence and skills for life and work. You will plan the curriculum, ensuring the qualifications and enrichment activities are of a quality that enables learners to be successful. Working with individuals who may present challenges, your delivery will be creative and engaging to ensure individuals achieve their aims in all subjects, and most of all, are able to progress to improved opportunities.

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| **Job Title** | Skills for Life Tutor |
| **Location:** | Dunstable (Bedfordshire) |
| **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:** | Permanent |
| **Reports to:** | Centre Manager |
| **Salary Band:** | Unqualified £23,000 - £26,000, Qualified £27,000 – £30,000 per annum |

**What are we looking for?**

**Qualifications & Experience:**

* Qualified to PTLLS/DTLLS/Cert Ed/ PGCE (Essential) (or willing to work towards a teaching qualification)
* SEN qualifications (desirable)
* Experience of teaching learners with various abilities or learning needs (Essential)
* Assessor qualification
* GCSE in English and maths at grade C/4 or above, or Functional skills Level 2 (Essential)
* Experienced working with learners who present learning differences (Essential)
* Confident with your delivery (Essential)
* Knowledge of EHCPs (desirable)

As a tutor teaching skills for life, you will be responsible for the quality of education through your planning and teaching of the subject area, 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.

*This course is an exciting opportunity for the right person, by providing practical lessons, excursions, visits and trips to develop the individual learner's confidence and personal skills to move forward within education of other opportunities.*

**Main Tasks & Responsibilities**

**Teaching, Learning and Assessment**

* Plan, prepare and teach lessons on Independence Skills and personal, social and development.
* 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 the 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.
* Conduct pastoral responsibilities as required
* Conduct a 1:1 progress review with your learners
* 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.
* To cover other subject areas as appropriate if required
* 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
* Attend team meetings

**Monitoring and Continual Improvement**

* Follow the education inspection framework.
* Undertake regular CPD and record it using company documents.
* Undertake qualifications where suitable as part of your own learning and development.
* Take proactive approaches to ensure Safeguarding and Prevent is embedded into the delivery and ensure issues are raised accordingly, in line with TCHC’s Safeguarding Policy, using the appropriate recording and reporting tools.
* Be a reflective practitioner, evaluating and improving your own practice in order to take teaching and learning forward, as well as ensuring learner success and progress

**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. 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 25 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 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://tchc.net/apply-now/>