**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 in the past.

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.

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

**Who are we looking for?**

TCHC is looking for a passionate individual who can support our learners through the delivery of Business and Retail, and is looking for a career progression in education, working with some of the hardest-to-reach young people, enabling them to progress to greater opportunities.

As a Vocational Tutor, you will be required to plan, prepare, and teach Business and Retail up to Level 2 for the young people within the Study Programme, as agreed with the Centre Manager and to OFSTED standards. Carry out the administrative and tracking tasks required. Provide appropriate feedback and support where necessary and create an appropriate and welcoming atmosphere for learners.

Your delivery will be creative and engaging to ensure individuals achieve their aims in all subjects. You will be supported by a Quality Team and a centre manager who is responsible for leading the team to drive up quality, reaching and exceeding KPI’s and promoting an ethos of continuous improvement.

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| **Job Title** | Business & Retail Tutor |
| **Location:** | Dunstable |
| **Working Hours:** | 8.30 am to 5.00 pm, Monday to Friday, 1-hour lunch, 37.5 hours per week |
| **Contract Type:** | Perm |
| **Reports to:** | Centre Manager |
| **Salary Band:** | Unqualified 24k-26k - Qualified 27k-30k |

**What are we looking for?**

**Qualifications:**

* Qualified to DTLLS/Cert Ed/ PGCE or equivalent **(desirable)**
* Qualified to PTLLS/AET or equivalent **(essential)**
* GCSE or equivalent in English and maths at grade C/4 or above **(essential)**
* Business and Retail **(experience is essential, qualifications are desirable)**

**Main Tasks & Responsibilities**

As a Tutor, you are required to carry out the following duties in the context of TCHC’s policies and practices, particularly Safeguarding, Equality and Diversity, Health and Safety and Data Protection, and those of any host organisations, including informing learners of their obligations:

Plan, deliver and report on your course, using methods and materials appropriate to the learner group and course content. A Scheme of work/syllabus and lesson plans should be used for this and made available to the Centre manager, Quality Assurance, class visitors or inspectors when required.

* Prepare/adapt an appropriate range of teaching materials.
* Identify/assess the needs of learners and if necessary, adapt course content and delivery style to meet these needs.
* Deal appropriately with individual learner support needs, using the appropriate forms and recording the required evidence as per the guidelines provided.
* Comply with the TCHC policy on Safeguarding and Prevent so that all learners are taught in a safe environment and are made aware of the Prevent strategy.
* Comply with the TCHC policy on Equality and Diversity so that all learners are treated with respect and dignity in an environment in which a diversity of backgrounds and experiences is valued. Deal with any harassment or discrimination issues that arise.
* Discuss Learning Outcomes and moderation requirements with learners as the course proceeds.
* Evaluate the effectiveness of learning. Assess learners’ work in a timely manner using a range of assessment methods. Keep records of learners’ progress and ensure learners are given feedback on their progress.
* Be responsible for promoting and safeguarding (including Prevent) the welfare of all learners for whom you have responsibility or with whom you come into contact and adhere to TCHC’s Safeguarding and Prevent policies.
* Offer advice on further learning and progression opportunities to learners as required.
* Attend relevant induction and training meetings as required by TCHC.
* Where appropriate, attend standardisation meetings.
* Represent TCHC throughout the programme.
* 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.
* Prepare for and attend monthly caseload review meetings with your line manager.
* Prepare for and attend standardisation meetings as instructed by Quality Assurance
* Ongoing management and administration tasks relating to TCHC’s CRM and systems, including but not limited to session planning, logging results and providing feedback to learners.
* Work alongside the Quality team to ensure that delivery meets the high expectations of TCHC.
* Ensure any complaints are raised accordingly in line with TCHC’s Complaints Policy
* Liaise with relevant team members to ensure learners achieve their targets and progress into appropriate outcomes.
* Establish, develop, and maintain effective working relationships with other external organisations involved with the service and learners.
* Attend monthly team meetings with the line manager to discuss feedback.
* 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, 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](tel:01923%20698430) or [safeguarding@tchc.net](mailto: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:

* The full-time equivalent annual leave entitlement is 20 days per year in addition to 8 UK public holidays. An additional day of leave will be added for each complete year of service, effective from the commencement of the next holiday year, up to a maximum of 5 additional days after 5 years of service, giving a maximum total annual leave entitlement of 25 days. This will be pro rata for part-time hours.
* 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 after 1 year of service. This will be pro rata for part-time hours.
* When your birthday falls on a working day, you will receive the day off at full pay.
* Sickness pay allowance after the probationary period.
* Pension scheme after 3 months you have been employed with us
* Bupa Cash Plan, level 1, paid by the company after the probationary period.
* 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 to other locations outside of the Centre (this will exclude travelling to the usual workplace)

**How to Apply**

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