

Employability Skills Tutor Job Description



Job Description

Job title: Employability Skills Tutor, Inclusion EB8
Department: Inclusion College, Inclusion Education
Starting Salary: Circa £14-17 per hour, dependent on experience

Term Time only. (Potential part time and full-time posts available)

Reporting to: College Headteacher
Work Location: Belvedere House, Basing View Basingstoke

Inclusion College is an Independent Specialist Post 16 institution, with places funded by Local Authorities, established to support the social, emotional, and mental health complexities of young people with an EHCP and enable them to access a broad, balanced, and engaging curriculum through a nurturing, safe and inclusive environment.

As an expansion of our successful College a new site has been acquired, Inclusion EB8 which will become our work preparation and skills development hub to support our college leavers, and other neurodiverse young people in the community, into employment.

We are seeking an experienced Employability Skills Tutor to deliver the Entry Level - Level 2 NOCN Employability skills curriculum and support students in developing knowledge and understanding of workplace behaviours. The Employability Skills Tutor will also be responsible for embedding literacy, numeracy, digital skills, independent learning, and developing strategies for independent adult life within the support and curriculum.

Responsibilities:

- Deliver the Entry Level - Level 2 NOCN Employability skills curriculum.
- Prepare student portfolios for submittal and Internal Quality Assurance (IQA).
- Support students in developing knowledge and understanding of workplace behaviours.
- Embed literacy, numeracy, and digital skills within the support and curriculum.
- Foster independent learning and help students develop strategies for independent adult life.

Person specification

Skills, Experience & Qualification Requirements
Teaching or tutoring qualification minimum of Education and Training level 4
Knowledge and understanding of the Entry Level - Level 2 NOCN Employability skills curriculum
Strong communication and interpersonal skills to effectively engage with students
Ability to create a supportive and inclusive learning environment
Excellent organisational and time management skills
Knowledge of literacy, numeracy, and digital skills development in an educational setting
Understanding of the importance of embedding employability skills in the curriculum
Commitment to continuous professional development and staying up-to-date with best practices in employability skills education

This job description is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability, and employees of Inclusion Education may be asked to perform tasks and be given responsibilities not detailed on a job description.

Diversity Statement

Inclusion Education recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Organisation. We therefore aim to provide a service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health & Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement & Responsibilities

Inclusion Education is committed to the safeguarding and welfare of young people and expects all employees, volunteers and third parties to share this commitment.

- The successful applicant is responsible for ensuring that all Inclusion Education's child protection and safeguarding policies are adhered to, and concerns are raised in accordance with these policies.
- This post is subject to an Enhanced DBS check, and safer recruitment pre-employment background checks (including overseas checks if applicable) prior to confirmation of appointment.

To apply:

Please email your CV and covering letter to hr@inclusioneducation.org.uk specifying the role you are applying for and if you are interested in full time or part time hours.

Closing date for applications is Friday 23rd February 2024.

Applications are shortlisted on a rolling basis, and we reserve the right to interview and appoint before the advertised application window. We therefore encourage you to apply at the earliest opportunity to avoid disappointment.