

Aspire-igen is committed to helping individuals, organisations and communities succeed through learning and work. We have a strong track record of successfully delivering government funded initiatives and contracts including ESF contracts and Study Programmes. We are also a provider of advice and support services to young people and adults in the Yorkshire and Humber area.

EHCP Support Tutor

£17,000 per annum

Full-time, 37 hrs per week permanent

Based in Bradford but may need to support in other centres.

An opportunity has arisen for an **EHCP Support Tutor**, within our Learner Delivery Team reporting to the Performance Manager. You will be responsible for supporting learners with Education, Health and Care Plans/Learning Difficulty Assessment. You will support the delivery of a full range of vocational training and support services associated with our contracted Programmes. This would include supporting teaching and learning, and learner support from Entry to Level 3, leading to further training, vocational pathways and employment opportunities. You would need to monitor and support the learners on our contracted programmes to ensure planned programmes are completed in a timely manner.

The main objectives of the role are:

- To give specific learning and personal development support to learners with an Education Health and Care Plan (EHCP) according to their needs outlined in their plan. The support could relate to behavioural, emotional or social needs which impact on learning.
- Support the Study Programme Tutors/Assessors to deliver accredited learning to young people aged 16 – 19 across various delivery centres
- Prepare learning resources for learners
- Provide administrative support to service the contract
- To support learner's in the classroom.
- To support learners to move into further training and/or employment.

You must have experience of working with young people in a similar role. You should have previous experience of supporting young people in a learning environment, in particular with functional skills maths and English.

Ideally you would have experience of working with young people with additional needs who have previously had a statement of needs (now being changed to an Education Health and Care plan). This could be related to behaviour management or working with learners with specific needs.

This job requires you to cover sickness, holidays and other requests for support across various delivery centres throughout Yorkshire. You will need to be flexible, and be able to drive with access to a car to enable you to respond to support requests at very short notice.

You must have a good standard of literacy and numeracy, and ideally be qualified to GCSE - grade 4 or equivalent in English & Maths. A teaching qualification such as PTTLs or CTTLS is desirable but not essential.

Application Process

To apply, please download an application form from <https://aspire-igen.com/aspire-igen/work-us> and e-mail it to ruth.puckett@aspire-igen.com

A full job description and a complete list of our current vacancies are available on our website <https://aspire-igen.com/aspire-igen/work-us>

Closing Date:12:00 on Friday 18th January 2019
Interviews: w/c 21st January 2019

All positions are subject to the Rehabilitation of Offenders Act (Exemptions Order) 1975 and as such it will be necessary for a submission for an Enhanced Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions, cautions, warnings and reprimands

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.

Aspire-igen is an equal opportunities employer. We wish to encourage the recruitment of staff from under-represented groups to apply for the advertised positions. Aspire-igen will seek to recruit the best candidate for the job based on merit. The recruitment and selection process will ensure the identification of the person best suited to the job and Aspire-igen.

No Agencies Please

JOB DESCRIPTION

POST TITLE: EHCP Support Tutor

The following information is furnished to assist staff joining the Company to understand and appreciate the work content of their post and the role they are to play in the organisation. However the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.

Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

PRIME OBJECTIVES OF THE POST:

- To give specific learning and personal development support to learners with an Education Health and Care Plan (EHCP) according to the needs outlined in their plan. The support could relate to behavioural, emotional or social needs which impact on learning
- Support the Study Programme Tutors/Assessors to deliver accredited learning to young people aged 16 – 24
- Prepare learning resources for learners
- Provide administrative support to service the contract
- To support learner's in the classroom.
- To support learners to move into further training and/or employment.
- To support learners across all centres sometimes at very short notice

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

- No direct line management responsibility

SUPERVISION AND GUIDANCE:

- Responsible to the Centre Performance Manager
- Personal initiative is expected to be exercised, referring complex problems or policy queries to the Centre Performance Manager

RANGE OF DECISION TAKING:

- Responsible for decisions made in connection with duties

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

- Confidential files held in relation to learners and providers
- Consumable office items reference books, portable computer equipment and some audio/visual equipment

RANGE OF DUTIES:

1. Support the Study Programme Tutors/Assessors across all centres to deliver accredited learning to young people aged 16 to 24 with high needs.
2. To assist in the setting up and clearing down of the classroom in a timely manner to ensure the environment is ready for delivery with the first learner arrives.
3. To contribute to the Company's Learning's recruitment, induction and initial assessment phase activities for learners.
4. Complete learner records to support learners to achieve an appropriate qualification.
5. Support learners to complete Bursary applications.
6. Support learners and tutors in the classroom environment with assessing and marking and giving feedback on learners work.
7. To have relevant experience in Health and safety to assist in vetting of work placements/employers to ensure they are up standard.
8. To contribute and support the formal review of training design and delivery annually to ensure the effectiveness of the programme and assist in continuous improvement and in line with Aspire-igen Quality Assurance using relevant documentation.
9. Undertake monthly reviews to monitor performance against individual learning plans and complete any additional interim reviews for high needs learners.
10. To contribute to the completion of risk assessments for high needs learners.
11. To be involved in contributing to the statutory annual review for learners with an EHCP (Education Health and Care plan)
12. To offer support for learners relating to behavioural, social and emotional needs
13. Supporting young people to progress into positive outcomes, for example, Apprenticeships, job and college applications
14. To support delivery of maths and English workshops to help support learner progression and achievement from E1-Level 2.
15. To support the delivery of employability sessions and support.
16. Support recruitment activities by helping to identify and secure placements and employers for learners
17. Undertake related administrative duties.
18. To support the registration process with appropriate Awarding Bodies for NVQ, Functional skills and Technical Certificates
19. Ensure that adequate health and safety arrangements are in place for learners in line with the procedures within the Company's Quality Management System

20. Ensure that effective communication structures are in place with other Aspire-igen's contracts and departments for the exchange of information on common or overlapping areas of work
21. Undertake promotional activities in line with the marketing strategy of the Foundation learning programme as and when the business needs require it
22. Undertake additional learning and social support identified as a need with the learner and ensure records and plans support this.
23. Liaise with assessors and employers where necessary to support learner's progress.
24. Represent the organisation at a range of forums, presentation and promotional events
25. To undertake other duties consistent with the scope of the post and within the competence of the post holder as required
26. To have a positive and can do attitude.
27. All employees are obligated to manage their effective personal development as part of the Company's commitment to quality, staff training and development – this involves active commitment to and participation in the appraisal process, during which individual employee developmental needs will be highlighted.
28. Each individual must ensure that they meet their statutory responsibilities with regard to Health & Safety, Equality & Diversity in the workplace and other relevant employment legislation and Company rules.
29. To work in line with and demonstrate an attitude which supports the company ethos outlined in our vision, mission and values.

PERSONNEL SPECIFICATION

POST TITLE: EHCP Support Tutor

Aspire-igen is an equal opportunities employer and requires its employees to carry out its policies in terms of equal opportunity for employment and access to the Company's services. Job share applicants are welcome to apply for all full-time posts unless otherwise stated in the advertisement.

The following is a summary of the criteria we will use to shortlist and select applicants indicating where they are essential or desirable and how they will be identified:

Experience

<i>Essential:</i>	Previous experience working with young people in a similar role	Application/interview
	Established varied labour market experience	Application/Interview
	Previous experience of working with employers.	Application/Interview
	Previous experience of supporting Maths and English, in particular functional skills or GCSE delivery.	Application/Interview
<i>Desirable</i>	Previous experience of supporting learners with additional needs particularly behaviour support using positive methods.	Application/Interview
	Experience of working with learners with a statement/Education Health and Care Plan.	Application/Interview

Qualifications

<i>Essential:</i>	Good standard of literacy, numeracy – GCSE grade 4 or equivalent.	Application Form Certificates
<i>Desirable</i>	PTLLS DTLLS	Application Form Certificates

Training

<i>Essential:</i>	Demonstrate a commitment to ongoing learning and self development	Application/interview
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Special Knowledge

<i>Essential:</i>	Must be able to drive and have access to a car to be able to respond to requests for support from across all centres sometimes at short notice	Application/interview
	Understanding of barriers to learning and work facing young people	Application/interview
	Knowledge of qualifications, NVQ's, Frameworks	Application/interview
	Knowledge and understanding of Health and Safety requirements for employers.	Application/interview
	Awareness and understanding of local labour markets	Application/interview

Practical and Intellectual Skills

<i>Essential:</i>	Commitment to widening access to learning and development and boosting learner completion, achievement and employment	Application/interview
	Good communication skills	Application/interview
	Excellent administration and IT skills	Application/interview
	Ability to work flexibly as a member of a team	Application/interview

Disposition and Attitude

<i>Essential:</i>	Be empathetic, motivated, resilient and patient	Application/interview
	Able to adapt to new situations and methods with a willingness to change	Application/interview
	Able to diffuse potentially difficult situations	Application/interview
	Reliable and able to complete tasks with agreed timescales	Application/interview

Personal Circumstances

<i>Essential:</i>	Able to work flexibly and peripatetically	Application/interview
	Satisfactory enhanced DBS disclosure	DBS Certificate
	Satisfactory attendance record	References

Equal Opportunities & Diversity

<i>Essential:</i>	An acceptance and commitment to the principles of the Company's Equal Opportunities policies and procedures	Interview
	An understanding and acceptance of the importance of diversity in the workplace and a learning environment	Interview