



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.

Support Tutor

£17,000.00 per annum

Full-time, 37 hrs per week,

Permanent contract

Based in Bradford, but may require to occasionally cover other centres across West Yorkshire.

An opportunity has arisen for a **Support Tutor**, within our Study Programme team reporting to our Performance manager, who will be responsible for supporting 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 2, 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:

- Support the Study Programme Tutors/Assessors to deliver accredited learning to young people aged 16 – 19
- 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 with work experience

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.

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://www.aspire-igen.com/aspire-igen/job-opportunities> 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://www.aspire-igen.com/aspire-igen/job-opportunities>

Closing date: Friday 17th May 2019
Interviews will take place on Wednesday 22nd May 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: 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:

- Support the Study Programme Tutors/Assessors to deliver accredited learning to young people aged 16 – 19
- 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.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

- No direct line management responsibility

SUPERVISION AND GUIDANCE:

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

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 to deliver accredited learning to young people aged 16 to 19.
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
10. Supporting young people to progress into positive outcomes, for example, Apprenticeships, job and college applications.
11. To support delivery of maths and English workshops to help support learner progression and achievement from E1-Level 2.
12. To support the delivery of employability sessions and support.
13. Support recruitment activities by helping to identify and secure placements and employers for learners
14. Undertake related administrative duties.
15. To support the registration process with appropriate Awarding Bodies for NVQ, Functional skills and Technical Certificates
16. Ensure that adequate health and safety arrangements are in place for learners in line with the procedures within the Company's Quality Management System
17. Ensure that effective communication structures are in place with other Aspire-igen contracts and departments for the exchange of information on common or overlapping areas of work
18. Undertake promotional activities in line with the marketing strategy of the Foundation learning programme as and when the business needs require it
19. Undertake additional learning and social support identified as a need with the learner and ensure records and plans support this.
20. Liaise with assessors and employers where necessary to support learner's progress.
21. Represent the organisation at a range of forums, presentation and promotional events
22. To undertake other duties consistent with the scope of the post and within the competence of the post holder as required
23. To have a positive and can do attitude.
24. 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.
25. 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.
26. 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 **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

Qualifications

<i>Essential:</i>	Good standard of literacy, numeracy – GCSE grade 4 or equivalent.	Application/ Certificates
<i>Desirable:</i>	PTTLS	Application/ Certificates
	CTTLS	Application/ 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>	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 Disclosure
	Satisfactory attendance record	References

Equal Opportunities and Diversity

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