

Job Description

Title: Youth Tutor

Summary/Purpose: To provide a learning and employability framework to Youth learners, ensuring the attainment of positive outcomes through the delivery of classroom and vocational assessment and training.

Reporting to: Area Manager

Supervising: N/A

Duties and Responsibilities:

Specific

- Conduct initial interviews including assessment activities with learners using a range of tools
- Deliver induction to all allocated new starts including digital platforms/curriculum/qualifications.
- Plan the learning and assessment process with learners, observing and recording assessments completing all relevant documentation.
- Complete and maintain accurate learner records
- Deliver sessions which include direct teaching and the use of a variety of teaching strategies .
- Develop and utilise lesson plans for each taught session incorporating topics relating to whole class teaching, individual, paired, group and differentiated activities
- Provide focused support to those learners who are pre-entry level, or may have specific learning needs
- Achieve appropriate qualifications in a timely manner
- Working closely with the learners' Lead Worker to identify progression opportunities.
- Completion of all training and learner related documentation and paperwork to ensure correct content and accuracy, including monthly reviews of progress.
- To support all administration duties as required.
- Work as part of a team to ensure a quality learner experience
- Maintain knowledge and adherence to Work Based Learning Professional Standards, Education Workforce Code of Practice and company's Code of Conduct

General

- To ensure security of company assets
- To comply with all company policies and procedures
- To comply with the companies safeguarding policy & procedure
- To comply with Equal Opportunities Legislation and be proactive in challenging prejudice, discrimination and stereotyping.
- To implement in full the Company's quality policies and procedures.
- To consult the Company Health and Safety Policy with regards to their specific responsibilities as described in the general arrangements section
- To give consideration to their actions at work as to how they may affect the safety of Learners, clients and visitors to Company premises
- Support organisations core values
- Co-operate with all staff to achieve a healthy and safe workplace and reporting any risks identified, at the company's or others premises, to the designated Health and Safety Officer.
- Other duties that may be identified from time to time by the Company.
- Attend relevant training / personal development programmes
- Promote Itec at every opportunity with all stakeholders including learners and employers.

Person Specification

	Essential	Desirable
Experience & Qualifications	Relevant training experience and qualification(s) Relevant occupational qualifications Experience of working with young people Qualified or with the potential and willingness to work towards <ul style="list-style-type: none"> • CAVA qualification or equivalent qualification • ESW Communication Level 2 • AON Level 2 • 8375 practitioners Award L3 or equivalent Occupational Experience / Knowledge and Technical competence in route ways delivering	Qualified or with the potential and willingness to work towards <ul style="list-style-type: none"> • PGCE / Relevant teacher/trainer qualification • CAVA Unit Classroom based delivery • ESW Level 2 ICT • City & Guilds 9300 Level 2 Award in Supporting Adults and Young People in Essential Skills • Level 5 practitioners Award • TAQA qualification or equivalent qualification Experience of working with Vulnerable Adults Full driving licence with use of own vehicle
Skills	Good organisational skills. Good communication and interpersonal skills. Ability to develop course material.	
Knowledge	Knowledge of training industry Must have good knowledge and current practice in the sector Safeguarding & Prevent Knowledge and understanding	
Characteristics	Self-motivated, self starter. Flexible in approach. Ability to work under pressure Reliable Enthusiastic Team player Flexible to change	

NAME _____

SIGNATURE _____ **DATE** _____