



Job Description Vocational Tutor

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| Service: | Young Somerset |
| Job Title: | <i>Vocational Tutor</i> |
| Reports To: | <i>Team Leader, Alternative Education Provision (AEP)</i> |
| Location: | <i>Based at Young Somerset offices; Primarily based at Young Somerset's youthwork delivery site in Bridgwater.</i> |
| Main Purpose of Post: <i>Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.</i> | |
| <p>To work as part of a Youth Work Team to:</p> <ol style="list-style-type: none"> 1. Directly engage with individuals and groups of young people (aged 8-18 or up to 25 for those with SEND) in identified provision with Young Somerset, to specifically support their learning and practical skills development and to promote and support their engagement in positive activities and and other opportunities. 2. Support the planning, delivery, reporting and evaluation of identified educational and youth and community provision, primarily within the youthwork team. Specifically, to run the AEP workshop, carrying out practical activities and learning with young people, supported by AEP youth workers. 3. To carry out this work in a way which involves young people and meets their identified needs, particularly around education and skills development. 4. Assist with the development of links with business. | |
| Main Responsibilities and Duties: <i>What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i> | |
| <p>To enable, support, and deliver educational and skills development opportunities for young people aged 8-18 (or up to 25 for those with SEND) using a variety of teaching methodologies such as centre-based, project-based, group work, or one-on-one sessions as appropriate.</p> <p>To exemplify best practices in the planning, delivery, and evaluation of practical educational programs for young people, and to design programs and activities that meets the interests and needs of young people. To provide evidence of the educational outcomes achieved by young people as required.</p> <p>To collaborate with colleagues at Young Somerset, partner agencies, and local communities to maximize educational opportunities for young people, and to report on these collaborations as required.</p> <p>To ensure that all aspects of direct educational and youth work delivery adhere to relevant policies and best practices, including safeguarding, recruitment and selection, health and safety, equality and diversity, finance, participation, and staff development.</p> | |

To support community and voluntary services in delivering safe educational provision and youth work by modelling best practices.

To ensure all management information and data collection requirements are met, maintain required records of work, and submit administrative and financial reports within required timescales, the post will include some simple report writing.

To be responsible for the efficient and effective deployment of identified resources as agreed with the Line Manager.

To be an effective member of the Alternative Education Provision team and contribute to Young Somerset's development and delivery. To establish supportive and effective working relationships with colleagues across the organisation as required.

The post holder may be required to undertake additional duties commensurate with the level of this post.

SUPPORTING PROCESSES

Problem Solving and Creativity: *Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?*

The postholder must be able to demonstrate commitment and enthusiasm towards Young Somerset's four core values: Putting Young People First, Inspiring, Collaborating, Going Further.

An Enhanced DBS clearance is required as post holder will be working with children and young people. This post is exempt from the Rehabilitation of Offenders Acts.

The post holder will be required to maintain a suitable, confidential space to work some hours from home.

The work requires moderate physical effort. The postholder will be required to pack and transport resources and to support young people in a range of indoor and outdoor environments, which may include some lifting and carrying.

The post holder will work at a variety of community locations, which may include Youth Centres, schools, residential provision and health venues including hospitals.

The salary band for this role is £24,954 - £27,009 for 37 hours per week.

The post holder will be required to work flexibly, out-of-hours, which may include some evenings and weekends.

Holiday entitlement is 27 days, plus 8 Bank Holidays (pro rata for part time staff), with an additional 5 days after 5 years service.

Additional Information

The post-holder provides advisory and practical support to other staff and volunteers within the Community and Youth Service, as well as staff from partner organisations in the voluntary and community sector. He/she is required to act on own initiative and exercise discretion and judgement in adhering to policies and procedures. Policies and procedures should be interpreted in a way which is understandable to supported staff. The post-holder has delegated powers in this regard and in relation to operational aspects of delivery in units/projects and also the identification of programmes/curriculum in response to young people's needs.

Required to make informed and appropriate decisions about use of resources and dedicated budgets.
The post requires the ability to form and maximise appropriate partnerships for the benefit of young people.

Qualifications

Essential

- 5 grade C GCSEs or above (or equivalent), including Maths & English
- Qualifications and experience in specialist vocational area (e.g. mechanics and light engineering, carpentry, construction etc.)
- Clean Driving licence

Desirable

- JNC Level 3 in Youth & Community work or equivalent qualification and experience
- Other qualifications relevant to youth work/youth services delivery
- Level 2 Safeguarding
- Current First Aid certification
- Current Food Hygiene certification

Experience

Essential

- Some experience working directly with young people aged 8 – 18 years (or 25 for those who have SEND) preferably in a variety of community settings.
- A good working knowledge of specialist vocational areas such as - mechanics and light engineering, carpentry, construction and multi-trades or outdoor learning etc. and ability to impart this knowledge to young people.
- Working as part of a team
- Knowledge of Microsoft applications and willingness to undertake training relevant to the role
- Patience, calmness and understanding of people with additional needs

Desirable

- Work with young people with emotional health needs
- Family liaison whilst supporting young people with complex needs
- Following safeguarding protocols and managing crisis situations
- Multi-agency / partnership engagement aimed at identifying and meeting young people's needs
- Delivery of accredited programs
- Creative response to young people's needs
- Delivering advice & information services to young people
- Working for a charity

Required Competencies

Please read this section alongside the Young Somerset Competency Framework. This role requires the competencies at the following levels:

| 1. Leading and Deciding | |
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| 1.1 Deciding and initiating action | Essential |
| 1.2 Leading and supervising staff | Desirable |
| 2. Supporting and Co-operating | |
| 2.1 Working with people | Essential |
| 2.2 Adhering to principles and values | Essential |
| 3. Interacting and Presenting | |
| 3.1 Relating and networking | Essential |
| 3.2 Persuading and influencing | Desirable |
| 3.3 Presenting and communicating | Essential |
| 4. Analysing and Interpreting | |
| 4.1 Writing and reporting | Essential |
| 4.2 Applying expertise and technology | Desirable |
| 4.3 Analysing Components | Desirable |
| 5. Creating and Conceptualising | |
| 5.1 Learning and researching | Essential |
| 5.2 Creating and innovating | Desirable |
| 5.3 Formulating strategies and concepts | Essential |
| 6. Organising and Executing | |
| 6.1 Planning and organising | Essential |
| 6.2 Developing results and meeting customer expectations | Essential |
| 6.3 Following instructions and procedures | Essential |
| 7. Adapting and Coping | |
| 7.1 Adapting and responding to change | Essential |
| 7.2 Coping with pressures and setbacks | Essential |
| 8. Enterprising and Performing | |
| 8.1 Achieving personal work goals and objectives | Essential |
| 8.2 Entrepreneurial and commercial thinking | Desirable |