



## **Argyle Community Trust**

### **Employability Tutor**

**Location:** Plymouth, South and East Cornwall

#### **Job Description**

**Hours:** 40 hours per week; occasional evening / weekend work may be required

**Salary:** £19,000 plus benefits

**Contract:** full-time and is offered on a 12-month fixed-term contract, with the possibility of extending subject to funding

**Reports to:** Employment Manager

**Area:** Plymouth, South and East Cornwall

**Start Date:** October / November 2021

**Closing date for applications: Monday 20th September 2021 5pm**

#### **Role Description:**

Argyle Community Trust are looking for an individual who would enjoy helping others to achieve, experience success and fulfil their potential. The post holder should have an understanding of the obstacles and challenges that some people face in gaining employment and know how to motivate, build confidence and raise self-esteem. The ability to engage with and relate to people who have experienced difficulties in gaining employment is crucial alongside experience of delivering employability skills.

The position will be based across multiple delivery sites within Plymouth and Southeast Cornwall, with some of the administrative role completed in the offices at one of our delivery hubs. The role of Employability Tutor will be to deliver vocational qualifications and a work-readiness programme for a range of adults with varying needs and backgrounds. The Employability Tutor will be responsible for a variety of 12-week employability and mentoring programmes as well as contributing to our Traineeship courses; we have centres in Looe, Liskeard, Callington, St Austell & Plymouth.

The Employability Tutor will join the Education and Employment Team and be responsible for recruiting, teaching and supporting local people to learn new skills and gain accredited qualifications. They will also deliver a bespoke mentoring programme that meets the needs of each individual. The role involves working with learners in a group and/or one-to-one, delivering all aspects of the qualifications in a variety of subjects and levels. Reporting to the Employment Manager, the post holder will inspire and ensure that every person who undertakes an educational journey with the Trust has the opportunity to achieve.

The post is funded by European Social Fund, the successful candidate will be responsible for working against project-specific milestones and achieving funder-agreed KPIs. There are also a number of data capture, planning and reporting tasks to undertake, supported by the Employment Manager. The candidate must understand the importance of monitoring and evaluating impact and be confident in ICT and data entry.

As a registered charity, the Community Trust works in close conjunction with Plymouth Argyle Football Club and with many people across several sectors where sport has proven to be the ideal tool for creating lasting education and engagement with individuals.

Argyle Community Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Argyle Community Trust is committed to safeguarding and promoting the welfare of all participants on our programmes and promotes robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form <https://forms.gle/Lr5x7kHHEndy7jAL6> In your covering letter you should draw on relevant aspects of your experience, including paid employment and voluntary work or training to demonstrate how your skills, experience and personal qualities match the requirements of this job specification. If you would like further information or wish to discuss the post please contact [Actrecruitment@pafc.co.uk](mailto:Actrecruitment@pafc.co.uk)

**For further information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>**

#### **Key Duties will include:**

##### **Delivery**

- Plan and deliver interesting and engaging sessions.
- Support learners in completing portfolios of work which enable successful completion of qualifications and the overall course.
- Teach groups and individual learners from a range of backgrounds and abilities, including those from SEND and BAME backgrounds.
- Mark work, giving appropriate feedback and maintaining records of learners' progress and development.
- To record all learner evidence in line with Trust and awarding body requirements, including ESF templates and reporting expectations.
- Ensure all learners progress in a timely manner through their qualifications adhering to schemes of work.
- Carrying out a mentoring role as a personal tutor to learners.
- Plan additional support for learners as necessary through a range of one-to-one reviews.
- Have the knowledge and ability to support learners once they have completed their programme, to progress into employment/education for a period of time.
- Represent the Community Trust at recruitment events, taster days, open days and outreach careers or education promotional events to support and achieve pre-agreed KPIs.
- Interview potential learners and conduct diagnostic assessments as necessary.
- Manage learner engagement according to ACT Code of Conduct and apply appropriate and effective measures in cases of unacceptable conduct.

##### **Quality**

- Attend team meetings to monitor, review and evaluate relevant courses, including project-specific reviews as outlined in programme milestones.
- Liaise with colleagues, Line Manager and other educational professionals.
- Support the health and safety vetting process to ensure the safety and compliance of work placement opportunities.
- Participate in regular teaching observations and participate in in-service training as part of continuing professional development (CPD)
- To fully understand the standards for each qualification.
- Regular communication with ACT staff from other remits in terms of learner progress and increased opportunity.
- Liaise with funding partners and recruitment referral routes to update regularly on progress and attendance.

#### **Administration**

- Promotion and marketing of courses to achieve pre-agreed KPI's
- Meet all course and general administration requirements such as, but not limited to;
  - Management and reporting of student attendance and behaviour
  - Learner reports in line with funder requirements
  - Ensure all Health & Safety checks are completed
  - General course administration
  - Complete all ESF learner registration and tracker templates required.

#### **Health and well-being Coaching**

- Ensure the syllabus and health and well-being programme is adopted and delivered in relation to the learners enrolled.
- Be responsible for management of session planning and delivery, ensuring each opportunity is inclusive to all abilities.
- Undertake thorough risk assessments on all activities provided to learners and deliver programmes in accordance with ACT Health and Safety policies and procedures.

#### **Recruitment and Retention**

- Be responsible for recruitment of new cohorts ensuring the minimum baseline of learners are recruited on a quarterly basis through a strategic recruitment process.
- Ensure all learners are retained until the end of each learning course.
- Liaise with external stakeholders inclusive of Job Centre Plus and Careers South West to support the recruitment of learners and on-going communications in relation to individual progress, engagement and attainment.

#### **Other**

- Knowledge and understanding of safeguarding principles and procedures and a commitment to delivering safe practice in accordance with ACT Safeguarding policies and procedures.
- Aware of national safeguarding policies (Prevent) and an appreciation of the role's importance in signposting concerns to relevant bodies.

**PERSON SPECIFICATION:**

<b>PERSON SPECIFICATION</b>		Application or Staff record or CV	Interview	Reference	Presentation/Task
<b>Qualifications</b>					
<ul style="list-style-type: none"> <li>L3 Qualification in Education or Sport Or Occupational Competence</li> </ul>	E	✓			
<ul style="list-style-type: none"> <li>Maths and English at GCSE grade C (4)</li> </ul>	E	✓			
<ul style="list-style-type: none"> <li>Sport or well-being coaching/mentor qualification.</li> </ul>	D	✓			
<ul style="list-style-type: none"> <li>Mental Health first aid or similar qualification</li> </ul>	D	✓			
<ul style="list-style-type: none"> <li>Hold a Full and Clean UK Driving License</li> </ul>	E	✓			
<ul style="list-style-type: none"> <li>Assessors Qualification (i.e. CAVA)</li> </ul>	D	✓			
<ul style="list-style-type: none"> <li>Basic First Aid</li> </ul>	D	✓			
<ul style="list-style-type: none"> <li>DBS Clearance for regulated activity</li> </ul>	E	✓			
<b>Knowledge and Understanding</b>					
<ul style="list-style-type: none"> <li>Understanding of Training, Skills standards, and regulations.</li> </ul>	E	✓	✓		
<ul style="list-style-type: none"> <li>Evidence of lesson planning and Scheme of work creation.</li> </ul>	E		✓		
<ul style="list-style-type: none"> <li>Understanding of Equality and Diversity</li> </ul>	E	✓	✓	✓	✓
<ul style="list-style-type: none"> <li>Know how to support the programme to deliver its strategic objectives</li> </ul>	E		✓		✓
<ul style="list-style-type: none"> <li>Understanding of safeguarding principles and procedures and a commitment to delivering safe practice</li> </ul>	E	✓	✓		✓
<ul style="list-style-type: none"> <li>Knowledge of best practice in working with Adults at Risk.</li> </ul>	E		✓		
<ul style="list-style-type: none"> <li>Experience of delivering employability, sports or relevant skills based programme</li> </ul>	D		✓	✓	✓
<ul style="list-style-type: none"> <li>Understanding of the range of education delivery available across many different awarding bodies and levels of qualifications.</li> </ul>	D	✓	✓		✓
<ul style="list-style-type: none"> <li>Proven success within teaching observations, ideally with OFSTED feedback</li> </ul>	D	✓		✓	
<b>Management Skills and abilities:</b>					
<ul style="list-style-type: none"> <li>Good organisational and time management skills</li> </ul>	E	✓		✓	
<ul style="list-style-type: none"> <li>Ability to deliver accredited and non-accredited sessions and workshops</li> </ul>	E	✓	✓		
<ul style="list-style-type: none"> <li>Ability to work with partner organisations</li> </ul>	E	✓	✓		
<ul style="list-style-type: none"> <li>Ability to plan, deliver and reflect in keeping with ACT regulations and expectations</li> </ul>	E	✓		✓	

<ul style="list-style-type: none"> <li>ICT Skills (office - word, excel outlook/PowerPoint)</li> </ul>	E	✓			
<ul style="list-style-type: none"> <li>Evidence of successfully supporting and developing staff, trainees and apprentices.</li> </ul>	D	✓	✓	✓	✓
<ul style="list-style-type: none"> <li>Proven ability to communicate effectively with adults and young people and develop partnerships.</li> </ul>	E		✓	✓	
<ul style="list-style-type: none"> <li>Ability to manage complaints and resolve conflict, mediating effectively between parties and eliciting positive outcomes.</li> </ul>	E		✓	✓	
<ul style="list-style-type: none"> <li>Respond positively to feedback and strive for high standards and excellence in all aspects of the role.</li> </ul>	E	✓	✓	✓	
<b>Communication:</b>					
<ul style="list-style-type: none"> <li>Good standard of English in both written and verbal communication.</li> </ul>	E	✓	✓		✓
<ul style="list-style-type: none"> <li>Ability to accurately convey meaning and deliver presentations in a clear, concise and engaging way.</li> </ul>	E		✓		✓
<ul style="list-style-type: none"> <li>Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines</li> </ul>	E	✓		✓	
<ul style="list-style-type: none"> <li>Discretion and sensitivity in managing confidential information about staff and young people</li> </ul>	E		✓	✓	
<ul style="list-style-type: none"> <li>Able to use ICT in impact reporting and presentations</li> </ul>	D	✓		✓	
<ul style="list-style-type: none"> <li>Understand obligations regarding information sharing and GDPR</li> </ul>	E		✓		