



## **JOB DESCRIPTION**

<b>Job Title:</b>	Vocational Tutor
<b>Reporting to:</b>	Employment and Skills Manager
<b>Location:</b>	Salford
<b>Salary:</b>	£21,000 per annum, pro rata
<b>Hours:</b>	Full time 35 hours
<b>Contract:</b>	Fixed Term Contract, 12 months

### **Key Responsibilities**

- Work as part of a team to deliver information, advice and guidance, vocational and employability courses to young people aged 16-24,
- Plan and deliver both one to one and group activities for young people
- Identify learners' individual needs, risks, skills and assist in creating a "work ready" CV
- Deliver one to one mentoring and coaching, induction and assessment with caseload management including one to one or group sessions
- Signpost and refer internally and externally to agencies to progress employment and training opportunities
- Plan training and other interventions for each learner
- Deliver further interventions with customer as required, assisting learners to decide on options for meeting their needs and provide support in planning
- Facilitate learning in groups that improves employability chances
- Report any concerns relating to safeguarding of young people
- Liaise with employers and partner agencies about work placements, training and job opportunities
- Implementing and complying with all the Foundation's policies, including the Safeguarding Policy and procedures and ground rules for implementing appropriate behaviour with children, young people and adults
- Any other duties as reasonably required by the Foundation Management Team

### **About You**

- Must have previous experience working with young people aged 16-24
- Previous experience of delivering short vocational courses
- Experience with delivering information, advice & guidance (IAG)
- Experience of working with vulnerable groups
- Excellent knowledge of the local labour market, methods of recruitment and awareness of growth industries
- Good knowledge of guidance and national standards
- Rapport building skills, professional and articulate

### **Skills Required**

- Ability to work to targets, plan and manage own workload
- Ability to work under pressure in a high-performance environment
- Well-developed IT skills including, word, excel and online programmes
- Flexible approach to work including willingness to travel, with occasional unsociable hours
- Ability to work to Key performance indicators
- Ability to network and promote the organisation

### **Special Conditions**

- The successful candidate will be subject to an enhanced-level DBS check
- A full driving licence and have a car available to be used for business purposes (desirable)