

JOB DESCRIPTION

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| Job title | Tutor |
| Location | Post 16 Oxfordshire or Warwickshire |
| Department | Post 16 Oxfordshire or Warwickshire |
| Job overview | <p>The Person and the role This is a combination of a field based role and working in the post 16 hubs across the county you have applied for supporting post 16 learners that are on roll with The Dare2Dream Foundation. Working closely with the Lead Tutor, this role is central to ensuring quality of provision and securing outcomes. This role will support the foundation's mission of enhancing the wellbeing and life opportunities of children and young people by providing a bespoke education whilst supporting personal development and social and emotional needs. This role requires a certain degree of autonomy, therefore an organised approach that is child centred is needed. This role will champion The Dare2Dream Foundation core values and will actively market the services the foundation provides to the children and young people it supports.</p> <p>Role As a Tutor, you will play a crucial role in educating and supporting students to achieve qualifications including English, Maths, Asdan and Vocational Qualifications. This position offers the opportunity to make a positive impact on children's learning and development. In addition pastoral support to help young people overcome barriers to learning and to support mental health and wellbeing needs.</p> <p>Purpose The purpose of the role is to deliver high-quality learning and pastoral support to young people that attend the post 16 provision.</p> |
| Accountabilities and Main responsibilities of the role | <p>Responsibilities:</p> <ul style="list-style-type: none"> · Work closely with learners to increase their skill level · Teaching of qualifications and courses according to individual learning plans · Plan and deliver teaching, learning and assessment with learners through various methods, supporting the development and production of teaching and learning materials and resources in both manual and electronic formats · Ensure learning programmes meet the required criteria · Create and maintain professional working relationships with employers, learners and other key stakeholders · Monitor learner attendance and review the learner's progress · Create reports for all programmes · Set targets with learners and work with them to achieve these · Engage support teams with programmes, ensuring they are involved in progress reviews · Actively participate in all quality improvement processes, including observations of teaching, learning and assessment · Ensure all learner records are kept up to date and meet internal quality standards · Ensure that all correspondence from the organisation is of the required standard and tone <p>Accountabilities and other responsibilities of the role You will work within the post 16 team:</p> |

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| | <ul style="list-style-type: none"> ▪ Working together to support young people within a designated team ▪ Completion of risk assessments ▪ Motivate, challenge and inspire young people ▪ Demonstrate best practice with safeguarding procedures ▪ Demonstrate strategies used, providing ideas for new ways of working ▪ Support designated team with day-to-day needs and requirements ▪ Demonstrating outcomes reached ▪ Effectively communicating and reflecting progress and attainment to desired outcomes. ▪ To ensure that policies and procedures are complied with and to contribute to any necessary reviews as required ▪ To complete regular safeguarding training ▪ To follow reporting procedures to ensure the child's/young person's welfare is always paramount ▪ To ensure compliance with regulatory and Dare2Dream's policies and procedures with particular regard to Child Protection, Equal Opportunities and Health & Safety ▪ To ensure the appropriate behaviour and conduct of young people, their provision of quality care and their development ▪ To attend regular meetings with Dare2Dream management ▪ To attend meetings with professionals around the child, and parents/carers ▪ To maintain records (via Et Aims System) ensuring it is aligning with Dare2Dream's Quality Assurance Policy ▪ To ensure that all records are kept confidentially ▪ To manage and keep accurate records of Dare2Dream's delivery and resources at the central venue ▪ To support designated staff with Dare2Dream processes and procedures ▪ Build good relationships with young people in the post 16 setting to ensure they feel supported ▪ Practical support & delivery ▪ To promote equal opportunities and an open approach in all areas, maintaining appropriate confidentiality at all times <p>The job description is a general outline of the job duties and responsibilities and may be amended as The Dare2Dream Foundation grows and the role develops. This post will consist of other duties that may well be reasonably required from time to time</p> |
| <p>Job related Experience, Qualifications and Skills</p> | <p>Essential</p> <ul style="list-style-type: none"> ▪ Experience of working in social, emotional, and behavioural difficulties settings (SEBD) ▪ Demonstrate suitability to work with children and an understanding of working with children in need, including children in need of emotional and therapeutic support ▪ Excellent interpersonal and communication skills with the ability to confidently build and maintain relationships with all stakeholders ▪ Qualification in a relevant field (minimum Level 3) – mental health, counselling, youth work, education, childhood studies etc. ▪ The ability to maintain an accurate and confidential system of records within GDPR guidelines ▪ Excellent report writing skills – ensuring progress and key outcomes are demonstrated clearly and concisely ▪ A full clean driving licence with the ability to travel across the county and further if required ▪ A strong desire to support and enhance the lives of vulnerable children and young people ▪ Experience in planning, delivering and assessing academic support at secondary/post 16 level |

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| | <p>Desired</p> <ul style="list-style-type: none"> ▪ Over 2 years' experience working with children and young people who are considered vulnerable and have complex needs ▪ Level 4 + relevant qualification and above ▪ Teaching qualification |
| <p>Additional Information</p> | <ul style="list-style-type: none"> • Permanent role • Thorough induction and ongoing training, committing to continued professional development • Friendly and supportive organisation • Use of own car with business use required, some travel expenses reimbursed <p>Hours of Work: This is a term time position within the hours of 9am - 5pm Monday to Friday.</p> <p>The Dare2Dream Foundation is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in Working Together to Safeguard Children. We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.</p> <p>What's in it for you?</p> <ul style="list-style-type: none"> • Access to over 9,000 perks & benefits through Perkbox (including freebies!) • Highly competitive salary • Annual salary review • Annual holiday allocation of 23 days plus 8 bank holidays (based on full-time hours) • Fully funded training and personal development • Provision of mobile phones and any other IT hardware you require • The support of experienced and highly qualified colleagues • Competitive pension scheme • The knowledge that you are contributing to the mental well-being of the local community • On the job training and an investment in your talent • A chance to climb the ladder within the company |
| <p>Direct reports</p> | <p>Regional SEND Coordinator</p> |

For more information, please see www.thedare2dreamfoundation.org.uk

Click to view any of our policies below:

- [Equal Opportunities and Diversity Policy](#)
- [Safeguarding Policy](#)
- [Complaints procedure](#)