

JOB DESCRIPTION

Job title	Tutor
Location	Post 16 Oxfordshire or Warwickshire
Department	Post 16 Oxfordshire or Warwickshire
Job overview	<p>The Person and the role</p> <p>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.</p> <p>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.</p> <p>This role requires a certain degree of autonomy, therefore an organised approach that is child centred is needed.</p> <p>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</p> <p>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.</p> <p>In addition pastoral support to help young people overcome barriers to learning and to support mental health and wellbeing needs.</p> <p>Purpose</p> <p>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>Teaching, Learning & Assessment</p> <ul style="list-style-type: none"> • Work closely with learners to develop skills, knowledge and confidence through high-quality teaching and personalised support. • Plan and deliver qualifications, courses and learning activities aligned to individual learning plans. • Produce and maintain engaging learning materials and resources in both digital and manual formats. • Ensure all learning programmes meet required quality standards and awarding-body criteria. • Monitor attendance, track learner progress and set clear, achievable targets. • Complete progress reports, programme documentation and all required learner records to internal quality standards. • Participate fully in quality improvement activities, including observations of teaching, learning and assessment.

	<p>Learner Support & Engagement</p> <ul style="list-style-type: none"> • Build positive, professional relationships with learners, promoting motivation, resilience and independence. • Provide practical and emotional support to ensure learners feel safe, supported and able to achieve. • Work collaboratively with support teams to ensure wrap-around provision and effective progression planning. • Promote equal opportunities and maintain confidentiality at all times. <p>Safeguarding & Compliance</p> <ul style="list-style-type: none"> • Demonstrate best practice in safeguarding, completing all required training and following reporting procedures consistently. • Ensure full compliance with Dare2Dream policies, including Child Protection, Health & Safety, Equal Opportunities and Quality Assurance. • Undertake and update risk assessments relevant to learners and activities. • Maintain accurate, confidential records on EtAims in line with organisational standards. <p>Collaboration & Communication</p> <ul style="list-style-type: none"> • Work as part of the Post-16 team to ensure high-quality, consistent support for young people. • Communicate progress, attainment and concerns clearly with colleagues, managers, parents/carers and external professionals. • Attend team meetings, supervision sessions and multi-agency meetings as required. • Support colleagues with key processes, procedures and the organisation of central resources and delivery spaces. <p>Additional Responsibilities</p> <ul style="list-style-type: none"> • Manage and maintain accurate records of delivery activity and resources at the central venue. • Contribute to ongoing development of service delivery, sharing good practice and innovative approaches. • Undertake any other reasonable duties aligned with the role as Dare2Dream evolves.
<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

	<ul style="list-style-type: none"> • 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. <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 3 + relevant qualification and above
<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:</p> <ul style="list-style-type: none"> • This is a term time position within the hours of 9am - 5pm Monday to Friday. <p><i>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.</i></p>
<p>Benefits</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

Direct reports	Regional SEND Coordinator

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](#)