

Employability Skills Tutor

Job description V2 July 2024

Role: Learning Support Tutor
Reports to: Operations Manager
Direct reports: None

Job Purpose

With a passion for supporting individuals to overcome personal barriers to employment, you will take responsibility for managing a schedule of workshops, providing support through group sessions and occasional 1:1 support. You will motivate and engage participants who need additional support with acquiring employment and accessing job opportunities. Utilising your experience, you will be empowered to plan and deliver innovative and meaningful support that positively impacts on participant labour market engagement, applying a range of learning methodologies to suit the needs of individuals.

Key success factors will include:

- Working collaboratively across departments, to ensure that workshops embed the curriculum delivery so that you are able to adapt the support as required by the participants.
- Ensuring all teaching and learning based activities meet the needs of the participant and client, are aligned to job search objectives and meet internal and external quality and audit requirements.
- Progress against milestones set from participant support plan.
- Driving up attendance levels to planned training sessions.
- 1st time pass rates for accredited courses
- Being responsible for providing feedback, ensuring all stakeholders are kept informed of participant progress.

A key part of the role is to effectively manage your workshop planning in line with internal and external quality requirements. You will be responsible for providing feedback, ensuring all stakeholders are kept informed of progress. Accurate records will be maintained to ensure funding that is invoiced is correct and can be evidenced sufficiently.

Having a passion for training and a belief in lifelong learning will be a key driver when supporting people through their job seeking journey.



Learn Plus Us is a trading name of Simply One Stop Ltd

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1

Responsibilities

• **Coaching, development, and support**

- Plan and implement effective support workshops based on the assigned participants' needs.
- Deliver employability sessions to assigned participants on an individual or group basis according to their starting points.
- Support employment coaches to ensure courses are promoted to maximise participation.
- Review and develop training materials to enable innovative and purposeful support and utilise every opportunity to support participants.
- Provide individualised training which stretches and challenges assigned participants to encourage them to achieve sustainable employment.
- Support participants in the development of their employability skills and knowledge to enable them to meet their aspirations and fulfil their potential.

- Provide suitable feedback to participants to encourage growth, and self confidence that results in participant progression and achievement.
- Maximise participant retention and timely achievement by motivating and inspiring participants through innovative teaching methods.
- Continually assess, monitor, review, evaluate and adjust your delivery to meet your participant's needs, minimising barriers to learning and achievement.

• **Utilisation**

- Work with site managers to ensure that courses on offer meet local requirements and are promoted.
- Prepare assigned participants through confirmation calls, putting them at ease and notifying coaches of any concerns.
- Effectively prepare participants by having clear objectives for each session and utilise technology and applications.
- Take into consideration fail to attend rates and factor in over-subscription for each course.
- Ensure attendance registers are up to date and raise any concerns.
- Keep one to one sessions a minimum of and are only utilised where appropriate.

• **Quality and Compliance**

- Complete work in line with the funding, awarding organisation and audit requirements.
- Deliver consistent performance against set KPI's, demonstrating both passion and drive to exceed expectations.
- Deliver a high quality, highly engaging and flexible service that meets and exceeds the participant and employer expectations.
- Support with the development of participant resources to improve the participant experience through implementation of teaching methods and strategies in line with internal and external requirements.
- Ensure that up to date records are maintained to a high standard for all development activity.
- Complete all relevant documentation for internal controlled assessments in line with awarding organisation requirements.
- Manage own diary through the use of course booking platform and maintain a flexible approach.
- Adhere to safeguarding and health and safety policies, promoting equality, diversity and inclusion.
- Maintain own Continuous Professional Development, ensuring knowledge is current and in-line with sector specific requirements.

Key relationships

- Build strong professional relationships with both internal and external stakeholders which consistently enhance the delivery of participant support.
- Working in harmony with the delivery teams, Coaches and site managers to ensure that standards are continuously kept to a high level, exceeding business and client expectations.
- Remain a brand ambassador for Learn Plus us as part of the business culture and company vision.
- Work closely with the Quality department to support the observation of Teaching, Learning and session development.
- Work across all departments to provide IAG services.

Essential Experience, Skills and Knowledge

- Experience of delivering employability support
- Experience of delivering accredited courses up to Level 2, in both virtual and face to face environments
- Experience of planning and implementing teaching sessions to suit individual needs.
- English & Maths GCSE grade C or equivalent or higher
- Can work independently, with exceptional organisational skills, including diary management.
- Effective communication skills; written and verbal.
- Experienced Microsoft Office user
- Proven track record of meeting deadlines
- A passion for learning and development and supporting others to start their employment journey.
- Experience of building and maintaining good relationships with participants, employers and clients.
- Teaching Qualifications

Desirable Experience, Skills and Knowledge

- Hold and Assessor and/or IQA qualification.
- Experience of delivering digital skills
- Knowledge of the ESFA funding rules
- Knowledge of DWP funding arrangements