

Job Description

Job Title: Life Skills Tutor

Reports to: Project Manager

Key Working Relationships (Internal): Customers (Learners), Managers and Deputy Managers/Senior Support Workers, Support Workers, Area Manager, Staff Team

Key Working Relationships (External): Day services, recovery colleges and learning establishments, Local Authorities, NHS

Responsible for: N/A

Direct Reports: N/A

Salary circa: £9,097-£13,740 dependent on experience (based on FTE of £18,195-£22,000)

Hours of work: Typically 20-25 hours per week all year round (4-5 hours a day, Monday to Friday, flexibility considered)

DBS applicable: Yes

Job Summary

To tutor and support customers (learners) to work through the Life Skills Manual and other aspects of their support plans, that will enhance their prospects to live as independently as possible.

Main Duties and Responsibilities

- To plan, prepare, deliver and assess Life Skills sessions for groups and individual adults with Mental Health and Complex Needs and/or Learning Disabilities, in their own homes in supported accommodation.
- To prepare and review session plans, schemes of work and teaching and learning materials using initial assessments and assessed work to take into account the learners' individual needs.
- To improve learners' experiences through development of teaching methods and strategies.
- To monitor learners' wellbeing and recognise and report any deterioration in physical/mental health.
- To work with learners to challenge behaviours that create risk and establish agreed boundaries and expectations.
- To embed Equality and Diversity in the sessions.

- To continually monitor and review learners’ progress and support.
- To act on feedback from observations of teaching and learning.
- To accurately complete all relevant paperwork in line with company procedures.
- To undertake necessary training to professionally develop and keep abreast of current practices and legislation within the sector.
- To attend meetings as required.
- To undertake any other duties and responsibilities appropriate to the post as directed by the Manager (Projects)
- To carry out all duties and responsibilities in accordance with Cyrenians’ policies and procedures. In particular to:
 - Comply with the Health and Safety Policy and Safety and Risk Manual
 - Comply with the Safeguarding Policies
 - Comply with the Equal Opportunities and Diversity PolicyMaintain the confidentiality of all information connected to customers (learners), other members of staff and to Cyrenians’ business, ensuring data protection

Person specification

Post

Life Skills Tutor

Qualifications and experience

- Teaching qualification (Diploma in Education & Training, DTLLS or equivalent) (Desirable)
- Experience of supporting teaching and learning

Knowledge, skills and abilities

- Excellent verbal and written communication skills and numeracy.
- Ability to plan, prepare, deliver and assess Life Skills sessions for groups and individual adults with Mental Health and Complex Needs and/or Learning Disabilities.
- Ability to motivate and encourage learner participation.
- Ability to organise own work and work on own initiative.
- Good computer skills including Word, Excel and Outlook
- Energy and enthusiasm and the ability to work flexibly as part of a team, building good working relationships.
- Ability to manage busy periods and work accurately to meet deadlines.
- Understanding of Health and Safety practice and legislation.
- Knowledge and understanding of the safeguarding of vulnerable adults.
- Commitment to promoting Equal Opportunities and to valuing diversity.
- Willingness to work flexibly, including at other sites when necessary, to meet the needs of the service.

Applicants must state clearly on their application form the ways in which their skills and experience meet all the selection criteria in the Person Specification. If you do not adequately address each and every one of these in your application, we will not be able to shortlist you.

Conditions of service and personnel information

Post

Life Skills Tutor

Salary

£9,097-£13,740 dependent on experience (based on FTE of £18,195-£22,000)

Eligibility to work

Under the Asylum and Immigration Act 1999, LCH has a responsibility to ensure that all employees are eligible to work in the UK. Consequently before you can commence work you will be expected to provide evidence of your eligibility to work in the UK. This may be your birth certificate, passport, work permit or other document confirming your right to work in the UK.

Annual Leave

25 days per annum plus Bank Holidays, pro rata

Interest Free Travel Loan

After completion of probationary period.

Pension

You will be automatically enrolled in the Cyrenians pension scheme which is administered by NEST. Contributions will be deducted from your salary on the basis of 4% of your basic salary with an employer contribution of 2% but from 1st April 2019 this contribution will rise to a level of 5% and 3% employer contribution. You may, opt out of the NEST pension arrangements within a time period of 28 days from the enrolment date and further details will be made available from NEST and Cyrenians on the opt out process.

Hours

The normal working week is 20-25 hours per week, all year round

Location

To be agreed at a later date.

Probation

The first 6 months of your employment will serve as a probationary period. During this period your performance and conduct will be monitored. Upon satisfactory completion of your probationary period, your appointment will be confirmed.

Expenses

Staff will be reimbursed with amounts incurred in the performance of their duties, within agreed budget and sanctioned by their line manager.



Contract of Employment

Issued on appointment to post.

Handbook

Issued during induction, containing full information of Terms and Conditions of Employment and Policies and Procedures of Cyrenians.

Screening

This post is subject to satisfactory references, pre appointment Health Assessment and an enhanced Disclosure and Barring Service (DBS) check.