**Job Description and Person Specification**

**Leighton College Employability Tutor**

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| Job title: |  | Employability Tutor |
| Salary: |  | £26,912 - £28,342 (pro rata £18,797 - £19,796) |
| Hours: |  | 28 hours per week (Monday – Thursday, term-time only) |
| Employed by: |  | Elfrida Rathbone Camden |
| Responsible to: |  | Education Course Leader |
| Location: |  | Elfrida Rathbone Camden, Kentish Town |

**Job Purpose**

Elfrida Rathbone Camden are seeking to appoint an Employability Tutor to work with learners attending our OFSTED registered Leighton College for young people with a learning disability aged 16–25 years old. The aim of this role is to enhance student employability and to work in close collaboration with Elfrida Rathbone Camden staff and employers to facilitate learner progression. The post holder will also lead on specific Careers and Employability projects including accredited learning, which supports student progression.

The key aim of the role is to equip people with a learning disability with the skills and confidence to move towards employment. This will include running group and individual sessions on personal finance and money skills, introduction to work, different types of employment and working with employers/work placement providers to develop appropriate job roles and placements for students, either in person or via remote learning.

The ERC Leighton College is a specialist, further education facility providing person-centred programmes to young people with learning disabilities. Our aim as an organisation is to provide ground-breaking education programmes which help young disabled people develop skills in order to build confidence, develop employment skills, encourage independence within the local community and to release their potential.

**Job description**

Main purpose of this job

* To develop a pathway for learners to move towards employment/volunteering and liaise with Leighton College staff members to devise a programme to meet the needs identified.
* To provide information, advice, guidance and support to young people who experience barriers to entering training or employment.
* To set up work experience placements and monitor those placements (including volunteering) or to work with employers to devise ‘virtual’ or remote work experiences during potential lockdown periods.

Summary of duties and responsibilities:

1. To ascertain and record learners’ preferences/needs in training, employment, volunteering or further education.
2. To conduct regular reviews of progress against plans and changes as they are identified.
3. Provide job coach and travel training support when students access work placement opportunities.
4. Contribute to and maintain individual learning plans for learners relating to employment/volunteering and/or education and transition goals.
5. Co-ordination and delivery of group employability activities for example a community café or social enterprise schemes.
6. Carry out one to one sessions with learners to develop employability skills including job hunting, CV writing, money and personal finance skills.
7. Recruit, supervise and co-ordinate volunteers who are supporting learners to develop employability skills.
8. Work closely with the Leighton College staff team to develop the programme and ensure progression.
9. To monitor students’ progress against accreditation criteria and manage student evidence of learning and assessment. Collate and organise student evidence of learning following process and procedure for submission to accrediting body.

External

1. Liaise and work with outside agencies such as schools, employers, FE institutions and other external agencies to enhance and support learner employability and progression.
2. Ensure employers observe Health and Safety responsibilities and carry out relevant checks, follow up meetings etc in line with Leighton College procedures.

Internal

1. Maintain records as required by the Leighton College for tracking, monitoring and quality and audit purposes.
2. Attend supervision, team meetings, training etc as required.
3. Identify and report any safeguarding concerns following Elfrida Rathbone Camden’s Safeguarding Children and Vulnerable Adults Safeguarding Policies.
4. Follow all other Elfrida Rathbone Camden policies and procedures including those relating to Confidentiality, Equality and Diversity, and Health & Safety.
5. Work flexibly as may be required by the needs of the organisation and carry out any other reasonable duties.

This job description is an outline of the main duties of the post. The post holder will be required to undertake other activities related to achieving the organisation’s objectives, as determined by the Education and Participation Manger. This job description may be reviewed when necessary in line with the development of the organisation.

All staff must be prepared to be flexible to enable attendance at events such as transition fairs, open days/open evenings or ERC publicity events which may take place in the evening or at weekends.

Due to the nature of work the above post is exempt from the provisions of the Rehabilitation of Offenders Act and appointment will only be confirmed if a satisfactory Enhanced Disclosure is obtained from the Disclosure & Barring Service (DBS).

**Person specification**

**Essential**

1. Experience of facilitating learning and skills development in group settings and one-to-one.
2. Strong job coaching and presentation skills, with the ability to deliver one-to-one and group training sessions.
3. Experience of working with people with a learning disability to improve their confidence and personal independence.
4. Understanding of the social model of disability and ability to use person-centred approaches.
5. The ability to work flexibly and effectively as an individual and team member.
6. Knowledge of supported employment approaches and experience of developing and supporting work placements in a range of settings in the commercial, community or voluntary sector.
7. Good interpersonal skills with the ability to influence and work effectively with students and colleagues.
8. Excellent IT skills. Proficient in the use of MS office applications, especially Excel, Word, PowerPoint and Outlook.
9. Able to efficiently manage own workload, prioritising effectively to meet agreed objectives and deadlines.
10. Knowledge, understanding and commitment to equal opportunities and diversity.
11. Teaching qualification/award at Level 3 or above.

**Desirable**

1. Information, Advice & Guidance qualification Level 3.