

Job Title	Pre-Employment Tutors
Working Hours	Part-time (Hours and Days to be agreed)
Pay	£25 per hour
Areas	Halifax (Calderdale)
Start Date	January 2024
Duration	Term-time, Ongoing
Reports to	Chief Officer

MAIN DUTIES AND RESPONSIBILITIES

1. Effective in-person delivery of Accredited pre-employment courses in Calderdale, and/or non-accredited pre-employment courses in Leeds.
2. Develop and implement schemes of learning and lesson plans.
3. Initial Assessments of learners.
4. Developing and reviewing learners' Individual Learning Plans.
5. Attendance monitoring and supportive follow-ups on absent learners.
6. Accurate recording of learners' progress and providing prompt constructive feedback to learners.
7. Maintain required documentation and evidence of learning.
8. Facilitate a positive and supportive learning environment where learners can thrive.
9. Develop formative and summative assessment activities, conduct mid-term and exit reviews.
10. Support learners' progression to further education, volunteering, and/or employment.
11. Maintain confidentiality at all times in respect of PATH Yorkshire's business and to prevent any disclosure of confidential and sensitive information about PATH Yorkshire and its stakeholders.
12. Perform other duties and responsibilities assigned by Line Manager.

All PATH Yorkshire Staff are also responsible for:

Data Protection

Be aware of your responsibilities under the General Data Protection Regulations whilst carrying out your duties, seeking guidance and clarification from governing bodies, if required.

Equity, Diversity and Inclusion

All employees are expected to understand and promote equity, diversity, and inclusion in the course of their work with PATH Yorkshire.

Safeguarding Children and Vulnerable Adults

PATH Yorkshire is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment and uphold all relevant policies, procedures, and legislation.

ESSENTIAL REQUIREMENTS:

Qualifications

- UK teaching qualification (any of the following: CELTA, TEFL, PTLLS, CTLLS, Level 3 Award in Education and Training, Level 4 Certificate in Education).

Professional Experience, Knowledge and Understanding

- Experience of teaching in-person Employability/ Pre-Employment workshops, courses in UK.
- Experience in developing and implementing schemes of learning.
- Experience in planning lessons with participative learning activities, using videos, role plays, group work.
- Experience in learner initial assessments, developing and reviewing ILPs, providing timely and constructive feedback.
- Willingness to participate in further training and development opportunities offered and required by PATH Yorkshire.

Abilities and Skills

- An active listener and a good communicator.
- Excellent English verbal and written communication skills
- Good IT skills, particularly in Microsoft Outlook, Power Point, and Google
- Excellent organisational and administrative skills
- Ability to work under pressure and meet deadlines
- Ability to think clearly in emergency situations
- Ability to work as part of a team
- Ability to problem solve, using own initiative

Personal Qualities

- A commitment to supporting learners from diverse backgrounds and with mixed abilities.
- Flexible, motivated and committed to high standards of working
- Good attendance and punctuality
- Energy and enthusiasm
- Adaptability to changing circumstances and new ideas
- Professional approach to working
- Resilient and determined to achieve goals
- Committed to the ethos of PATH Yorkshire
- Willingness to be flexible and take on additional duties as and when required

Equity, Diversity, and Inclusion (EDI) Awareness

- A commitment to equity, awareness of diversity issues and working in a positive and non-discriminatory way
- A commitment to working in a multi-cultural environment and with customers with from diverse backgrounds and with diverse abilities
- A commitment to working in a flexible and collaborative manner

Child and Vulnerable Adults Protection and Safeguarding Awareness

- An understanding of child protection and safeguarding matters
- A commitment to safeguarding and promoting the welfare of children and vulnerable adults.

TO APPLY: Submit a CV and Cover Letter by email to Jessica.thompson@pathyorkshire.co.uk