**Job Description**

**Job Title:** Employability Tutor – Restart Project

**Responsible to:** Programme Manager

**Salary:** £26,500.00 per annum

**Hours:** 35hrs per week

**Job Purpose**

This role is part of a team to support people back into employment. It will be your role to bring their skills up to a level which will equip them for today’s competitive job market. You will also be responsible for delivering basic induction modules to staff members. The role will have a clear focus on developing effective support for learners, enabling them to succeed and progress gaining confidence and gain an understanding of the world of work.

**RESPONSIBILITIES:**

**Learner support:**

1. Work with individuals and or groups of learners who require additional support both in classroom-based activities and in the community.
2. Support learners to improve their everyday maths, English, and ICT skills.
3. Challenging learners to develop new thinking around behaviours, comfort zones and thinking.
4. Devise flexible and innovative ways to engage individual learners with support from colleagues.
5. To provide quality careers/employability support and embedded information, advice, and guidance to learners.
6. Coordinate and attend employer visits with learners.
7. Implement strategies and support learners in self-esteem and confidence building activities.
8. Drawing up agreed action plans with learners, outlining the aims of the programme, recognising the importance of being a team player, and monitoring their progress

**Record keeping:**

1. Ensure records of support provided are maintained and agree methods of working with Programme Manager to demonstrate individual distance travelled.
2. Devise and deliver internal training sessions to meet identified needs.

**Communication and general administration:**

1. Act in a key worker role for individual learners and their wider support network, eg parents, carers, social workers etc.
2. Communicate effectively with Restart colleagues and ensure continuity of service to key stakeholders.
3. Ensure relevant managers are informed of any issues arising and progress of developmental activity.
4. Attend and contribute to regular whole staff and learning support team meetings.

**Standardisation of Practice:**

1. Work with colleagues to improve teaching, learning and assessment.
2. Where necessary contribute to the devising of processes and procedures to improve overall quality and consistency of programmes
3. Work with colleagues involved in improving quality of services, undertaking task- based activities promptly where necessary to drive improvement.
4. Managing your own professional development through undertaking relevant training and sharing best practice with other learning mentors

**General**

* 1. To be a team player
	2. To comply with company procedures
	3. To promote continuous quality improvement.
	4. To develop an understanding of the work of the wider Charity delivery and are willing to learn from and support its growth.
	5. To attend and participate in team meetings as requested.
	6. Respect confidentiality of service users and key stakeholders.
	7. To carry identification badge when on company business.
	8. To maintain CPD for yourself and reporting team by attending training, reading and other relevant activities.
	9. To take every opportunity to promote Develop services to potential customers using marketing material wherever possible.
	10. To undertake any reasonable ad hoc tasks consistent with the position that are requested by the Operational Manager.
	11. To keep an electronic diary constantly updated checking with the Operational Manager before making any appointments not connected with work.
	12. Advise the Operational Manager of any issues that are impacting on your ability to be successful within your role, at the earliest opportunity.