



Job Description: Preparation for Adulthood Tutor

Responsible to: Assistant Head of Sixth Form

Hours: 32.5 hours average hours 9:00 - 3:30 Monday to Fridays and alternate Wednesdays to 5pm, Term time only

Location: Bridge Business Centre (Bridge School Malvern - Sixth Form, Barnards Green, Malvern)

Vision and ethos of the school

Bridge Business Centre exists for the benefit of young people who need an alternative approach to learning and preparation for transitioning into employment, further education or training.

Our aim is to meet young people's learning and emotional needs and to support them in improving their employment and life chances. The development of positive attitudes to learning and aspirational life goals is central to the support we provide.

Purpose of role

To give students a foundation to access future opportunities for work or further learning and live a fulfilling and valuable life through the delivery of a comprehensive careers and employability skills curriculum and a preparation for adulthood programme.

You will have a good understanding of special education needs such as Autism, ADHD, SLCN and global delay. You will need to have high but realistic expectations for students.

Main purpose of role

- To engage young people in small groups, or 1-2-1, for the delivery of qualifications, developing employability skills and preparation for adulthood training.
- To plan and deliver careers / progression programme
- To support students in developing an understanding of next-step opportunities through links and visits with training providers colleges and other support services.
- You will work with the other tutors to assess the development needs of students in the areas of employability or personal development, suggesting strategies or areas of work for students that can be delivered across the team.
- You will work with the work experience coordinator to ensure that all students have a clear career guidance and progression plan.

- To be flexible and adapt to situations to support the smooth running of the sixth form.
- To support young people in their wider pastoral and learning needs.

Main responsibilities

Teaching role

- To deliver an Employability Skills programme in line with City and Guilds requirements.
- To deliver a preparation for adulthood programme.
- Prepare and deliver careers advice, developing action plans in conjunction with the work experience coordinator.
- To offer support and mentoring to enable young people to move forwards with any difficulties they are facing be it emotional, social or work related.
- To teach functional skills if required or deliver reading/spelling interventions.
- Identify learning needs, adapt resources and delivery as appropriate.
- Plan, prepare and put away resources necessary for the delivery of the curriculum.
- Identify individual's pastoral needs and problematic group dynamics, resolving these where appropriate or referring back to the Assistant Head of Sixth Form.
- Support young people's progress by keeping up to date with targets/overall aims.
- Liaise with professionals, parents/carers and Bridge business leads regarding student's career aspirations, learning needs and welfare.
- To undertake general office tasks relating to the welfare of the young people, including records of teaching sessions and B² assessments
- Keep a continued professional development record and take part in training as required.
- Produce end of term reports.
- To undertake tasks that support QA procedures.
- To attend meetings such as Annual Reviews.

Support role

- Support sessions across other vocational areas as required.
- Supervise young people's behaviour/safety during breaks.
- Mentor young people as necessary.
- To prepare occasional refreshments/lunch with young people for the Bridge community.
- Purchase and collect materials, to support the role with young people.
- To provide transport to young people using own car, covered by business insurance.

- Carry out other duties as directed including covering for other staff and ad hoc support for young people who are out of sessions.

Record keeping

- Update the management information system to monitor support monitoring student progress.
- To produce student action plans.

General

- Work in accordance with Bridge School policies; particularly in relation to safeguarding, equal opportunities, bullying and harassment, health & safety and safeguarding, and to comply with confidentiality and data protection guidelines at all times.
- Keep up to date with employment, training and apprenticeship information and professional and academic developments.
- Take responsibility for your own professional development and participate in relevant internal and external training/activities.

Person Specification

- An understanding of and commitment to safeguarding, health and safety and safe working practices are essential.
- Good levels of competency in literacy & numeracy, at GCSE Grade C or above or equivalent.
- Coaching experience and/or qualification.
- Experience of working with young people in the role of teacher/tutor, careers adviser, work experience co-ordinator, mentor or similar will be essential.
- Experience of organising, planning and carrying out training, city and guilds type portfolio work and evidencing will be an advantage as will experience in report writing and record keeping.
- Flexibility, reliability and organisation are essential qualities.
- You need to be a team player, encouraging and supporting the wider team training and facilitating the sharing of best practices.
- You need to be comfortable with change. The role is likely to evolve as it will be designed to best support the needs of the current cohort. Change is also likely to happen on a daily basis in response to the young people's emotional state.
- You will need experience of working with young people with challenging behavioural, emotional and/or learning needs.

- You will be creative and have a positive approach to dealing with difficult situations.
- Computer literacy is an important aspect of this role.
- Patience and a good sense of humour is essential.