

## JOB DESCRIPTION

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|------------------|------------------------------------------------------------------------------------------------------------------------|
| JOB TITLE:       | Life Skills Tutor                                                                                                      |
| RESPONSIBLE TO:  | Life Skills and Enrichment Manager                                                                                     |
| RESPONSIBLE FOR: | No Subordinate Staff                                                                                                   |
| PURPOSE OF JOB:  | To deliver the Life Skills programme and support the development of learners wider skills across a range of provision. |

### MAIN TASKS AND RESPONSIBILITIES:

- 1. To deliver a comprehensive Life Skills programme that prepares learners for life in modern Britain.**
- 2. Support the delivery of wider enrichment activities**
- 3. Contribute to the ongoing development of the Life skills curriculum**
- 4. Promote and support learner voice**
- 5. Administration and training**
- 6. General Responsibilities**

#### **1. To deliver a comprehensive Life Skills programme that prepares learners for life in modern Britain.**

- 1.1 To deliver a high quality Life Skills programme of activities to a case load of students.
- 1.2 To provide appropriate support to learners undertaking the Life Skills programme to ensure issues raised by the programme are followed up on appropriately and safeguarding issues acted upon.
- 1.3 Ensure the eight core skills of the Skills Builder programme are fully embedded in all aspects of the Life Skills curriculum.
- 1.4 Ensures students understanding of safeguarding requirements, British Values, Equality and diversity, sustainability and other subjects as deemed appropriate.
- 1.5 Deliver the identified short qualification and prepare learners for the on-line assessment.

- 1.6 Promote the Attendance Affects Achievement (AAA) attendance initiative and monitor attendance at life skills sessions communicating any poor attendance to the relevant curriculum team.
- 1.7 Identifying and supporting individual student needs and where appropriate referring on to internal college support services or external services.

## **2. Support the delivery of wider enrichment activities**

- 2.1 Contribute to the development of wider enrichment activities that relate to all aspects of the Life Skills curriculum
- 2.2 Support the delivery of wider enrichment activities as appropriate.
- 2.3 Support the delivery of social action projects as appropriate

## **3. Contribute to the ongoing development the life skills curriculum**

- 3.1 Identify opportunities to work collaboratively with stakeholders to enhance the Life Skills curriculum.
- 3.2 To work with learners to enable them to overcome obstacles to being successful in their programme of study and undertake appropriate progression.

## **4. Promote and support learner voice activities**

- 4.1 Support and contribute to learner voice activities
- 4.2 Actively seek learner views and use them as part of the further development of the Life Skills curriculum
- 4.3 Attend learner voice meetings when requested

## **5. Administration and Training**

- 5.1 Attends and successfully completes the level 3 award in education and training.
- 5.2 Attends and completes appropriate professional development activities as appropriate.
- 5.2 Contribute to quality review processes.
- 5.3 Maintains appropriate files and records.
- 5.4 Implements College policies and rules.

## **5. General responsibilities**

- 5.1 Contributes to the attainment of the College's strategic objectives, as appropriate.
- 5.2 Complies with all College policies, practices and procedures.
- 5.3. Takes responsibility for personal development, attend staff development and other similar activities instructed by line manager
- 5.4. Participates in and promotes the Professional Development and Progress Review Process.
- 5.5 Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services.
- 5.6 Takes responsibility for safeguarding and promoting the welfare of children.

NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.

