

## Job Description

Job Title: Tutor

POSCODE:

Grade: S01

Working hours:

### Overall purpose of the job

To develop, prepare, deliver and evaluate high quality educational courses to visiting schools, and to provide a warm, welcoming, reassuring and supportive service to all our visitors.

### Main accountabilities

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1	To deliver a range of sessions and activities both on and off the Burwell House site for school groups and youth groups
2	To plan, prepare and maintain activities, materials and resources to support courses, developing and extending the learning provision where appropriate.
3	Provide a fully supportive service to visiting group leaders and taking an appropriate duty of care and promoting safe practices with groups.
4	Carrying out administrative tasks within the office as necessary, ensuring efficient and effective service delivery
5	Assist with and facilitate basic domestic, catering and site support when necessary, in order to ensure high levels of customer service and safety.
6	Provide support to visiting adult and youth groups
7	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

#### **Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

**Person Specification**
**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job - overseas equivalents will be recognised.

<b>Qualifications Required</b>	<b>Subject</b>	<b>Essential/ Desirable</b>
B.Ed, PGCE or QTS, or educated to degree level with significant relevant teaching/instructional experience	<b>Any</b>	<b>Essential</b>
Recent training or qualifications in areas of outdoor education or LoTC	<b>Any</b>	<b>Desirable</b>

Minimum levels of knowledge, skills and experience required for this job

<b>Identify</b>	<b>Describe</b>	<b>Essential/ Desirable</b>
<b>Knowledge</b>		
1 <sup>st</sup> aid qualification	Have or be prepared to complete a 16hr outdoor first aid course	Desirable
Curriculum knowledge	Have an understanding of current initiatives and challenges within schools	Desirable
<b>Skills</b>		
Initiative	Work on your own and as part of a team	Essential
Communication	Demonstrate good communication abilities, especially in an outdoor setting and with both children and adults	Essential
Organisational	Excellent organisational and time management skills	Essential
Group management skills	Proven ability to manage a group of different ages, from schools, youth groups and other organisations	Essential
IT literate	Microsoft applications etc.	Essential
<b>Experience</b>	Give an idea of the type and level of experience required <b>do not</b> specify years of experience.	
Instructing or Teaching	Significant and recent experience of teaching or instructing in a wide range of subjects any age group	Essential
Outside the Classroom	Experience of working and delivering educational, learning or training programmes outside a classroom	Essential

<b>Equal opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
<b>Safeguarding</b> ( <i>include for roles working with children/vulnerable adults</i> )	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

**Disclosure level**

What disclosure level is required for this post?		
		Enhanced with barred list checks

Please note that weekend and evening work will be required depending on the needs of the centre.