

**Construction Skills Tutor/Assessor**

**Salary:** £32,000 Pro Rata for part time working

**Hours:** Term-time 4 days per week. Some flexible working over school holidays.

**Location:** Surrey and Berkshire and South London

**Purpose of the Job:**

SATRO are an educational charity running a fleet of six mobile classrooms, teaching construction skills to young people aged 15-18 in schools across Surrey, Berkshire and South London.

We are looking for an enthusiastic and personable individual who has the passion, and talent, to inspire and enthuse young people to reach their full, true potential. This is an exciting opportunity for an experienced individual who has hands-on working knowledge of the Construction Industry, to take responsibility for the tutoring and assessing of selected Secondary School student learners to gain their City and Guilds Level 1 Award and Certificate in Construction. The teaching takes place onsite at various school locations via a mobile classroom vehicle. There is a requirement to produce accurate student portfolios and leaner tracking. Full training is given however relevant teaching experience is highly desirable and an ability to tailor teaching styles to differing groups of students including the management of challenging behaviour and adapting accessible learning to students with Special Educational Needs is essential.

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| **KEY RESPONSIBILITIES:*** To be able to teach City and Guilds Level 1 Construction to learners through practical instruction and sharing unique vocational experiences in construction skills.
* Ensure that the learners have an effective learning experience by providing high quality information, guidance and advice.
* Plan, review and deliver practical quality sessions giving comprehensive instructions to learners and ensure progress in achievement.
* To develop and deliver high quality tutoring sessions, preparing lesson plans for each course unit and being responsible for updating course material as and when required.
* Complete all portfolio paperwork in line with SATRO and Awarding Body policies and standards. Assess learners work and cross reference against these standards giving detailed verbal and written feedback.
* To maintain discipline and good behavioural standards of assigned learners, monitor and record student attendance, punctuality and progress.
* Understand and adhere to all responsibilities to ensure that the quality requirements of SATROs Quality Assurance Framework, funding bodies, and contract stakeholders are maintained

**GENERAL RESPONSIBILITIES:*** Attend training as identified through reviews with your line manager and the SATRO appraisal process, or as identified by the prime contractor
* Work flexibly across locations in Surrey, Berkshire and South London.
* Undertake any other responsibilities and ad hoc duties as required by SATRO
* Promote the principles of Equality and Diversity and ensure that the policy is fully applied at all times
* Understand and adhere to all personal responsibilities under Health & Safety and Safeguarding procedures, and ensure that the policies are adhered to at all times
* Ensure that the Code of Conduct, Data Protection, Harassment & Bullying, Confidentiality, Anti-Fraud, Data Security and all other policies of the Company are fully applied at all times
* Strictly adhere to all SATRO processes and procedures and work to the values, vision and priorities of the Charity.
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| **SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:****Essential*** PTLLS qualification or equivalent
* Previous experience of working with young people within a learning environment
* A solid background and experience of working within the construction industry and associated qualifications
* Continual maintenance of occupational competence
* Ability to deal effectively with and communicate to, people at all levels.
* Able to work unsupervised and manage work to meet targets and deadlines.
* A full clean driving license
* IT literate – Microsoft packages
* Candidates will be required to complete an enhanced DBS check.

**Desirable*** D32/33 or A1 Level 3 qualification appropriate to occupational area
* Previous teaching experience
* Experience of working with SEN young people
* Good organisation and administrative skills
* Health & Safety Qualification
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To apply for this vacancy, please forward your CV with a covering letter outlining your experience and suitability for the role to: contactus@satro.org.uk