

Aurora

Job Description

Job Title:	Lead Creative Digital Group Tutor
Reporting to:	Creative Provision Manager
Location:	Mansfield, Nottinghamshire

Main Purpose

To plan, prepare and deliver engaging sessions of the highest quality. These need to differentiate to the individuals learning and allows to challenge and stretch them.

To support the Creative Provision Manager by supervising the day-to-day activity on-site and line management of the Creative Digital Group Tutors.

Key Accountabilities

- To plan, deliver and assess inspiring sessions to actively encourage educational and personal progression.
- Line management of Creative Digital Group Tutors and the Remote Learning Teaching Assistant.
- To work as part of a team in a collaborative and positive way, in the interest of our learners.
- To accurately, factually and professionally record and report any incidents involving learners, including safeguarding and prevent. Recording on relevant systems with all concerns being reported to the appropriate person (Team Leader/Designated Safeguarding Officer/Safeguarding Team). We expect all recordings to be completed within 24 hours of the incident.
- We expect you to remain up-to-date through appropriate CPD, and compliant with all statutory aspects of the role including Safeguarding, Prevent Duty, Children and Families Act, Keeping Children Safe in Education , Equality and Diversity, and any other legislation and/or guidance that either directly or indirectly affects the role and all company policies as appropriate.

Key Duties

- To complete line management responsibilities such as regular one to ones, completion of the appraisal cycle, positive absence management and support the development of the individuals assigned to the role.
- To ensure the consistent delivery of a good quality Creative Digital provision, ensuring that work is completed to a high standard across the wider Creative Digital team.
- Effectively and professionally plan, prepare and resource highly individualised sessions of the highest quality, according to the scheme of work.
- To effectively and sensitively support the students in their learning.
- We expect you to work collaboratively and professionally as part of the wider Alternative Provision team and locally, the Creative Digital team.

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- Deliver professional, inspiring and engaging sessions of the highest quality that challenge and stretch every student, and in which all students are motivated and engaged throughout. We expect every tutor to be fully engaged in the session at all times without exception.
- Work professionally and collaboratively with all colleagues and teams across the Aurora Group.
- Ensure that all students receive professional, timely and effective feedback, with appropriate strategies to improve their performance, and that such discussions are evidenced through effective and professional record keeping.
- Contribute professionally and constructively to any review and development of any course, scheme of work, quality assurance processes and procedures.
- Ensure that all risk assessments are professionally and effectively carried out, recorded appropriately (including on session plans) and used to ensure the highest standards of student and staff welfare, health and safety.
- Contribute professionally, effectively and efficiently to any meetings, reports and plans as requested across the organisation.
- Contribute to organisational development and quality improvement through collaborative working.
- To undertake any other duties and/or responsibilities as directed by the Principal (or Line Manager) on request

Knowledge, Skills and Experience

- Practical, working knowledge of working within the creative digital industry such as marketing, graphic design, website design.
- Some experience of managing and leading a small team, completing basic line management tasks.
- Qualified to at least a Level 2 in English and Maths.
- Have current or recent experience delivering maths and English in an Educational setting.
- Relevant level 4 qualification.
- A track record of achieving successful outcomes in teaching.
- Experience of working to the individual's needs and requirements.
- Experience of working with children and young people, delivering subjects directly related to Creative Digital.
- Experience of working with formal assessment or a willingness to learn.
- Able to demonstrate effective communication.
- Demonstrate effective record keeping with a clear understanding of GDPR legislation.

Requirements of Role

- To be self-motivated and be able to work independently and prioritise workload.
- To have a passion for teaching and be a positive role model, supporting learners to meet their aspirations.
- To be organised and able to manage their time well in order to meet deadlines in a timely manner.

Additional Information

As part of the Aurora Group everyone is:

- Always expected to behave and act in a way which promotes and contributes to the overall aims, values and ethos of the Company.

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- required to participate in regular training and other learning activities, and in supervision, appraisal and development as required by the Company's policies and procedures
- required to participate in any relevant current and new legislative and regulatory activities as may occur from time to time
- required, through personal example and clear action, to demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.
- required to promote The Aurora Group's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively.
- The Aurora Group takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of children and young adults. Therefore, everyone employed by the Aurora Group is expected to share this and act accordingly by applying organisations policies and procedures and attending regular safeguarding training.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed and amended periodically to ensure it remains appropriate for the role.