



JOB DESCRIPTION

POST TITLE: ESF NEET EMPLOYABILITY TUTOR (60%)
(FIXED TERM FOR 12 MONTHS)
POST NUMBER: WREQ2204
GRADE: LECTURER SCALE 1-4

JOB PURPOSE

As ESF NEET Employability Tutor, you will join the ESF NEET team. You will be responsible for the delivery of Employability and work preparation courses both onsite at Weston College and offsite in locations in Bristol. In addition, you will be required to produce schemes of work and lesson plans, in compliance with College procedures, completing course reviews, assessments, and internal verification, and staying abreast with developments relating to the specialist area.

KEY TASKS AND DUTIES

As post-holder, you will be responsible to the ESF NEET and SSW Manager:

- Teaching Employability and work preparation sessions tailored to a number of different sectors, focussing on Personal and Social Development, British Values and Employability skills.
- Preparing all material needed to deliver each programme within the workshops.
- Tutoring students, showing sensitivity to their needs and encouraging the highest possible standards.
- Meeting targets, with reference to student progress, attendance, and retention upon programmes.
- Tracking student progress.
- Providing information, advice, and guidance to students in their progression.
- Producing all relevant reports and progression data in a timely manner for the College and employers.
- Contributing to the development of programmes, courses, and training materials, as appropriate.

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- Liaising with employers and external agencies, including awarding bodies and managing agents, with the object of improving programmes of learning and forging partnerships.
- Working closely with the work-based assessors to ensure clear communication on progress and progression for the learners.
- Being prepared to arrange for and / or carry out work-based assessments related to the area, as needed.
- Taking part in recruitment activities and being able to offer information, advice, and guidance.
- Organising and arranging, with other staff, appropriate visits and trips for students that will help contextualise the topics being studied.

GENERIC TASKS AND DUTIES

In addition to the requirements of the post above, all representatives of the academic staff are required to meet the following responsibilities:

- Completing all associated organisational / administrative work, preparation, and marking.
- Dealing with immediate student disciplinary and welfare problems.
- Keeping and maintaining specified student and class records.
- Planning, preparing, developing, and evaluating courses and course materials, and supervising course provision, where appropriate.
- Assisting with administration, enrolment, pre-enrolment counselling, and identification of customer requirements.
- Participating in programme / school / college activities as requested, including parents' evenings.
- Participating and undertaking Staff Appraisals and in-service training, based upon an assessment of individual service needs.
- Meeting the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety Policies.



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- Undertaking individual or collaborative research and consultancy work agreed by College management as part of the lecturers' current duties.
- Being prepared to operate on a flexible year as required.
- Complying with Information Security requirements in line with College.
- Undertaking such other duties as may be reasonably required, commensurate with the grade of the appointment.

HEALTH AND SAFETY

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

SALARY

Lecturer Scale 1-4: £14,233.20 - £16,966.20 per annum (actual).

HOURS

Hours of attendance: Part-time, 22.2 hours per week.

Annual leave: 213.3 hours per annum, inclusive of statutory bank holidays and college closures (actual).

Lecturer contact hours: 496.8 hours per annum.

Weston College reserves the right to direct up to five days of your annual leave entitlement for efficiency purposes.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post (with the assistance of the College).</i>	✓	
Clear understanding of how to support the needs of NEET learners.	✓	
Teaching Qualification. <i>If you do not possess a recognised Teaching Qualification, you will be required to gain this qualification within your first two years of service (with the assistance of the College).</i>	✓	
Knowledge and experience of current teaching and learning strategies.	✓	
Assessor and Verifier Awards, or equivalent. <i>If you do not possess recognised Assessor and Verifier Awards, or equivalent, you will be required to gain a relevant qualification whilst in service (with the assistance of the College).</i>	✓	
Excellent computer literacy.	✓	
Highly motivated.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	
Setting and achieving high standards for yourself and your students.	✓	
Promoting a culture of involvement, listening and responding to students' needs.	✓	
Full clean UK drivers' licence and access to own vehicle.	✓	