

JOB DESCRIPTION

POST TITLE:	STEPS Vocational Tutor
GRADE:	Harmonised Salary Scale Point 29
DEPARTMENT:	STEPS
RESPONSIBLE TO:	NEET Programme Leader
WORK ARRANGEMENTS:	37 hours per week / 52 weeks per year It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

PURPOSE OF THE POST

The post holder will:

1. To develop and deliver an engaging, flexible, project-based vocational curriculum for young people who are NEET or at risk of becoming NEET
2. To motivate, re-engage and educate learners through practical, real-world learning experiences, building confidence, resilience, and employability skills.
3. To work as part of the Transition team to deliver a holistic support offer, including education, personal development, careers guidance and progression pathways.
4. Ensure all delivery practices meet the requirements of both internal and external quality and compliance frameworks.

DUTIES AND RESPONSIBILITIES:

1. Deliver high-quality project-based vocational teaching and learning tailored to individual learner needs.
2. Plan and produce schemes of work and project-based learning activities that engage learners in practical, meaningful tasks.
3. Deliver and embed personal development and employability skills through vocational projects and pastoral sessions in line with the Empower curriculum.
4. Deliver Functional Skills Maths and English where required.
5. Returning assessed and marked work promptly to students, indicating proposals for improvement where needed.
6. Develop learning materials that support hands-on, experiential learning across a range of vocational themes through different entry pathways into college, including Hair and Beauty, Creative, Sport and Leisure, Construction Trades, Plumbing, Automotive, and Care industry.
7. Deliver sessions to both groups and individuals using a range of youth work and alternative provision approaches.

8. Support learners to build confidence, independence and progression routes into education, employment or training.
9. Maintain accurate records of learner progress, engagement and support needs.
10. Work collaboratively with SEND, safeguarding and support teams to meet EHCP/ILP requirements and wider needs.
11. Accurately record safeguarding concerns in line with the safeguarding policy and contribute towards at-risk meetings.
12. Support assessment processes to identify appropriate learning pathways and support needs.
13. Contribute to Information, Advice and Guidance (IAG) for learners.
14. Adhere to the College's Professional and Performance Standards.
15. Work collaboratively across curriculum areas to provide enrichment opportunities.
16. Complete college invigilation training to support college-wide exams.
17. Carry out any other reasonable duties appropriate to the role.

GENERAL

1. Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.
2. Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.
3. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.
4. Act as an ambassador for the Group, being positive and professional at all times.
5. Comply with all legislative and regulatory requirements.
6. Apply the Group's Safeguarding Policy and practices and attend all training as requested.
7. Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.
8. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
9. Take responsibility for keeping personal data safe, ensuring compliance with the data protection policy and procedures and attending all mandatory training.

Person Specification

Post:	STEPS Vocational Tutor	Department:	STEPS
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Teaching Qualification	E	A
Assessor qualification (eg D32, D33, A1, TAQA) or Internal Verifier Award (eg D34, V1, TAQA L4)	D	A
Relevant vocational or youth work qualification (Desirable	D	A
Level 2 English/Mathematics Qualifications	E	A
Experience:		
Experience delivering project-based vocational learning	E	A/I
Experience working within alternative provision and/or youth work settings	E	A/I
Experience supporting NEET or disengaged young people	E	A/I
Experience delivering employability and personal development programmes	E	A/I
Ability to deliver more than one subject area	D	A/I
Working with a variety of neurological differences, positively impacting the learning experience	D	A/I
Experience delivering project-based vocational learning	D	A/I
Experience of working to targets and deadlines	E	A/I
Experience in maintaining accurate records to meet internal and external audit requirements and following set procedures effectively	E	A/I
Skills/Knowledge:		
Ability to deliver engaging, practical and project-based learning	E	A/I
Ability to adapt delivery to meet diverse and complex learner needs	E	A/I
Ability to adapt resources to suit groups and tailor learning to their curriculum interests and needs	E	A/I
Strong behaviour management using restorative/youth work approaches	E	A/I
Ability to research/ develop learning materials to support the achievement of learners	E	A/I
Commitment to managing time and meeting deadlines	E	A/I
Energy, enthusiasm and the ability to work under pressure and achieve goals	E	A/I
Ability to be flexible and adapt to changing priorities	E	A/I
Ability to work in a team	E	A/I
Excellent customer service skills	D	A/I
Qualities:		
Good understanding and ability to identify neuro-diverse characteristics for the capacity to adapt and advise on techniques and practices that will aid learning and development	D	A/I
Flexibility to work additional hours when required	E	I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I

Have a valid full driving licence and vehicle, with a willingness to work towards minibus training	D	A/I
Willingness to undertake travel in line with the needs of the role	E	A/I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	Billie Beaumont	Date Produced:	01 May 2026
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