

JOB DESCRIPTION

POST TITLE:	Steps and Employability Tutor
GRADE:	Harmonised Salary Scale Point 26-34
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.
DEPARTMENT:	Transition Programmes
RESPONSIBLE TO:	CM – Transition Programmes

Position Summary

The STEPS Tutor will deliver engaging, inclusive, and student-centred programmes across the STEPS and STEPS 2 pathways, supporting learners, particularly those who are NEET or who have struggled in traditional educational settings, to successfully transition into further education, training, or employment.

The role focuses on re-engaging learners through innovative, non-traditional teaching approaches, building confidence, and developing essential personal, social, and employability skills. The tutor will play a key role in delivering project-based learning, vocational tasters, and transition activities including summer schools and short courses

Main Duties and Responsibilities

Teaching, Learning and Assessment

- Plan and deliver high-quality, engaging sessions across STEPS, STEPS 2 and related transition programmes (e.g. summer school, tasters).
- Facilitate project-based learning that develops core employability and life skills including communication, teamwork, resilience, and problem solving.
- Support learners to complete their STEPS 2 Passport portfolio, ensuring evidence of skills development, reflection, and progression.
- Deliver or support delivery of Functional Skills (English and maths), embedding literacy and numeracy in practical contexts where appropriate.
- Use flexible, adaptive teaching strategies to meet diverse learner needs, including those with anxiety, low confidence, or barriers to learning.
- Support learners in identifying and working toward realistic progression goals and support them into their appropriate next step
- Coordinate with vocational areas to support the weekly taster sessions and ensure learners gain meaningful experiences in their chosen sector and map their knowledge, skills and behaviours into their passport
- Deliver or contribute to enrichment activities, workshops, and employability events.
- Track learner progress against individual targets and intended outcomes.
- Provide regular feedback to support development and build confidence.

Student Engagement and Support

- Build positive, supportive relationships to re-engage learners who may be disengaged from education.
- Provide pastoral support and act as a consistent point of contact for learners.
- Promote confidence, independence, and self-management in students.
- Monitor attendance, engagement, and progress, taking proactive steps to address barriers.
- Work collaboratively with curriculum staff, support teams, and external partners.
- Contribute to learner reviews, case discussions, and progression planning.
- Support recruitment, interviewing, and transition planning for new learners where required.
- Liaise with stakeholders to ensure learners are placed on the most appropriate pathway.
- Contribute to EHCP reviews where applicable

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 and Employability Tutor	Department:	Director of School
--------------	-------------------------------	--------------------	--------------------

Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Level 2 or above in maths or English	E	A
Teaching qualification	D	A
Degree	D	A
Experience:		
Experience of working with young people who are disengaged, NEET, or at risk of disengagement.	E	A/I
Experience delivering Functional Skills (English and/or maths	D	A/I
Experience of delivering or supporting employability and personal development programmes	E	A/I
Experience of delivering enrichment, transition, or summer programmes.	E	A/I
Skills/Knowledge/Personal Attributes		
Knowledge of vocational pathways and further education progression route	E	I
Ability to motivate and inspire learners with a wide range of needs and barriers.	E	I
Excellent communication and interpersonal skills	E	I
Strong understanding of non-traditional and project-based learning approaches.	E	I
Passionate about supporting learner progression and personal growth	E	I
Flexible and creative in approach to teaching and learning	E	I
Patient, empathetic, and resilient	E	I
Other Requirements:		
Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	I
Commitment to equality, diversity and inclusion.	E	I
Willingness to work flexibly and undertake CPD aligned to the evolving curriculum needs.	E	I

E = Essential D = Desirable A = Application I = Interview T = Test

Produced by:	Claire Godfrey	Date Produced:	23/05/2026
---------------------	----------------	-----------------------	------------