



# Role Specification

---

Position:	Employment & Skills Mentor (Community Tutor)
Reports to:	Employment & Skills Co-ordinator
Key Relationships:	Directors & ETF Staff DWP, Jobcentre Plus Partner Agencies, Schools, Colleges & Employers

## Overview:

This role will operate flexibly, in meeting the needs of the business and our customers. This could mean working on assignments that will change from day to day for example:

- Mentoring within Jobcentre Plus or community venues on a 1:1 basis with clients
- Organising and delivering courses in community venues
- Working with employers to set up work experience or to develop a recruitment package for them

## Key Objectives:

1. Plan, deliver and evaluate your employment and skills provision
2. Ensure you meet quality and audit requirements
3. Support clients to progress to further learning and work
4. Support Employer's recruitment needs

## Responsibilities:

### Employment & Skills Provision

- Support ETF marketing and promote our services to prospective clients and stakeholders
- Providing Information, Advice and Guidance (person centred planning) to clients and other stakeholders
- Work with the client and circle of support on an ongoing basis to develop Person Centred Plans (PCP) that inform the clients action plan or Individual Learning Plan (ILP)
- Ensure any required initial and diagnostic assessment of clients is undertaken to inform their (ILP) in a person centred manner
- Plan your workflow update your calendar in a timely fashion
- Undertake mentoring and coaching to enable the client to progress and achieve their personal and career goals
- Plan and deliver qualifications; assess clients and evaluate your delivery for learners, to prescribed standards and meeting the requirements of funding/quality bodies (Ofsted, MATRIX, etc).
- Develop teaching and learning resources to meet the client and curriculum needs
- Reporting to the Head of Recruitment, working with employers as appropriate or when required to:
  - To develop work experience, supported internships, traineeships, apprenticeships and progression opportunities
  - To identify employer recruitment and training needs, and develop packages to meet these needs



# Role Specification

---

- Select suitable candidates and support applications through the ETF Recruitment agency

## Personnel

- Take part in staff appraisal, supervision and maintaining continuing professional development
- Support delivery of staff training in support of CPD needs

## Quality

- Undertake assessment for your area of responsibility, and support:
  - Team and standardisation meetings
  - Self-assessment
- Assist with gaining and maintaining MATRIX and other standards within ETF
- If required undertake internal verification for your area of responsibility and supporting,
  - EV visits
  - compliance with audit and awarding body regulations and standards.

## Facilities

- Ensure all work is undertaken in accordance with health and safety rules and policies, generating and reviewing risk assessment.

## Administration

- Ensure your client administration and documentation is accurately completed within the required timeframe
  - including staff calendar, record of attendance, joining/enrolment, progression, achievement of goals and any other client related administration as deemed appropriate.
  - Track progression and destination of clients during and after completion of ETF provision
  - Gather specific outcome evidence, as identified by funding contracts
- Provide live and timely information to management

## General

- Attend meetings and conferences within a network of professional contacts as required
- Comply with all Company Policies and legal requirements with special reference to Health and Safety; Data Protection, Safeguarding and the promotion of Equal Opportunities at all times
- Travel as required for business to support other ETF establishments, community based delivery and to meet wider business needs.
- Maintain and promote your workplace as a clean and healthy environment
- Undertake any other duties required by senior management.

## Safeguarding

ETF is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.



# Role Specification

<b>Person Specification</b>	Essential	Desirable
<b>Qualifications</b>		
DTLL's/PGCE (within 3 years be working towards achieving QTLS)		✓
Assessors Award or equivalent (or willing to undertake)	✓	
Verifiers Award or equivalent (or willing to undertake)		✓
IAG Level 4/counselling diploma or similar	✓	
Literacy/Numeracy level 2 or equivalent	✓	
First Aid at Work		✓
<b>Skills &amp; Experience</b>		
Experience in delivery of IAG	✓	
Experience in delivery of qualifications		✓
Experience of working to company policies	✓	
Ability to maintain accurate records and administration	✓	
Excellent presentation and communication skills	✓	
Excellent time management	✓	
Excellent ICT skills, particularly MS Office	✓	
Ability to travel for work as required	✓	
Ability to inspire and motivate people	✓	
Ability to meet legal requirements of the role (H&S, Safeguarding, etc)	✓	
<b>Personal &amp; Work related attributes</b>		
Creative/Imaginative thinker	✓	
Demonstrate positive behaviours at all times	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate a good level of spoken English	✓	
Work calmly under pressure	✓	
"Can-do" self motivated attitude	✓	
Work under own initiative and able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	
Committed to equality of opportunity	✓	

## Role information

This role is subject to an enhanced DBS check with a 6 month probationary period.

Annual Leave	28 days inclusive of statutory bank holidays ( <i>holidays to be taken outside of term time</i> )
Place of Work	Torbay working off site across the SW region ( <i>Must have a valid driving licence, car available, business use insurance for any business related travel</i> )
Hours	37.5 per week and may include work during evenings, weekends and bank holidays
Shift Pattern	Planned and agreed with Education Manager
Salary Band	£18,000 to £24,000