# **ROLE and Person Profile for:**

# PROGRAMME TUTOR

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| **Role Family:** | Education / Delivery |
| **Line Manager:** | Post 16 Education Co-ordinator |
| **Salary Range/Grade:** | Up to £20,000  |
| **Employer:** | Inspire Suffolk Ltd |
| **Hours per Week:** | 37.5 hours  |
| **Update:** | July 2017 |

 **Background to Inspire Suffolk:**

The Inspire Suffolk Mission Statement is:

***A charity recognised and valued for the work undertaken with young people experiencing severe disadvantage and social instability, who need opportunities for purposeful reintegration into society’.***

Inspire Suffolk has been providing community educational and sport activities since 1997. It offers high quality education and coaching programmes across Suffolk. We are a registered charity, who works in partnership with a range of organisations, including National Sports Governing bodies, Suffolk County Council, many of Suffolk’s colleges and the Department for Education.

In all that it does, the charity seeks to achieve excellence and is wholly committed to providing a safe, innovative and effective range of programmes, open to all.

 **Background to project:**

Inspire Suffolk is one of the national delivery partners delivering Team for the Prince’s Trust. The Prince’s Trust selects organisations that are committed to the development of young people. Inspire Suffolk works within The Prince’s Trust guidelines to deliver a programme of the highest quality in partnership with the Trust.

**Team Programme:**

* Team is a 12 week personal development programme for 16-25 year olds. Teams of up to 15 young people take part in a challenging and action-packed programme, a major part of which involves teamwork in the community.
* Teams are made up of people from a variety of backgrounds and experiences, including employees, paid for by their employers. This ‘mix’ is a unique ingredient which contributes to the development of all Team members.
* The Team develops confidence, motivation and skills and offers young people the opportunity to gain qualifications. The aim is to help young people move on into employment, education or training.
* Activities are carried out under the guidance of the Team Leader who ensures a supportive learning environment, which is vital to successful personal development.

**Main Purpose of the Role:**

To recruit, select and lead a Team of individuals through the Team programme. The Team Leader facilitates and encourages Team achievements, while guiding each Team member on an individual learning journey.

**Key Relationships:**

**Internal:**

* Other Programme Tutors and Assistant Team Leaders.
* Internal Verifiers for qualifications.
* Programmes Director; Post 16 Education Co-ordinator; Tutor and Youth Support Worker

**External:**

* Young people – potential recruits and Team members.
* Employed Team members (recruited by The Prince’s Trust) and their employers/managers.
* Prince’s Trust staff.
* Skills for Life Support Workers Other support workers, e.g. Wellbeing (Student Social workers).
* Organisations/agencies working locally with young people aged 16-25.
Includes: Jobcentre Plus, Connexions, the Careers Service, Youth Offending Teams, the Probation Service, Local Authority Leaving Care teams, schools and colleges, the Youth Service and youth workers, YMCAs and the Foyer Movement, the Fire Service, Community Centres, local training organisations and Youth Clubs.
* Funding partners.

**Main Activities and Responsibilities:**

* To be committed to the Inspire Suffolk’s aims and mission.
* Understand and be familiar with the Prince’s Trust Team Toolkit, Team-partners’ webpage and Team Leader Guidelines.
* Plan and deliver the Team 12-week personal development programme in line with the Team programme Toolkit requirements and any funders’ specifications.
* Recruit a mix of unemployed Team members to participate in each Team
* Ensure required paperwork is completed and submitted for each Team member and the Team (see Team Toolkit for full details)
* Provide leadership and guidance to the Team and act as a role model at all times.
* With the full support of Inspire Suffolk, take responsibility for the health, safety and welfare of the Team during all parts of the programme, including appropriate supervision of the team at all times (which includes a 5-day away from home residential experience).
* Set programme objectives, to meet both team and individual needs and to deliver the expected learning outcomes (including qualifications).
* Guide Team members through the completion of their Individual Learning Records to record their experiences (using Team Leader Guidelines provided as a guide).
* Ensure as many Team members as possible achieve their qualifications during the programme, including assessing their evidence against qualification requirements.
* Plan and carry out regular individual and team reviews incorporating the development of action plans.
* Set and enforce appropriate disciplinary procedures in line with those of Inspire Suffolk, the associated college and The Prince’s Trust rules, regulations and codes of conduct.
* Develop and maintain a local database/contact file with up to date recruitment and referral opportunities.
* Network with community organisations (or use and develop networks already set up by Inspire Suffolk), in order to supervise the Team’s liaison with community organisations and agencies to plan, prepare and carry out appropriate community projects, challenges, and individual placements in accordance with programme quality requirements.
* In conjunction with Prince's Trust staff, liaise with employers of employed Team members and ensure they receive the required feedback at programme end.
* Where relevant, supervise any Wellbeing Supporter Workers (Student Social Worker placements) in line with the Delivery Partner Handbooks about student social workers provided by The Prince’s Trust.
* Produce risk assessments to the required standards prior to each of the Team's activities and for individual Team members as required.
* Inform Inspire Suffolk, the associated college and the Prince’s Trust of all accidents, incidents and near misses and complete appropriate paperwork.
* Maintain accurate records of Team and individual performance and progress, as required.
* Submit accurate reports as necessary to the Prince’s Trust contributing to the continuous quality improvement of both organisations, to include an End of Team Report recording the activities undertaken by each Team and individual progress.
* Participate in Team and Annual Quality reviews and contribute as required.
* Promote the good name of the Inspire Suffolk and The Prince’s Trust at all times.
* Develop knowledge of current additional programmes and support networks likely to benefit the support, development and progression of Team members after their programme.
* Any other duties as directed by your Line Manager from time to time, provided they are broadly similar to duties normally performed by the post-holder or other post-holder engaged in similar work.

**Key Skills:**

**Essential**

* The ability to provide leadership in a challenging environment.
* The ability to provide a positive role model for young people.
* Organisational and administration skills and self motivation.
* Experience of working with groups of young people.
* Enthusiasm, stamina and a willingness to work unsociable hours when necessary.
* The ability to work on own initiative, with the minimum of supervision, within a busy environment.
* Effective time management skills, including the ability to prioritise and manage a varied workload.
* The capacity to engage with people at all levels.
* Commitment to motivate and inspire disaffected young people to achieve their potential.
* Commitment to Equal Opportunities Legislation and an understanding of, and commitment to work within, the principles of diversity.
* The ability to be tactful and sensitive in communication and to empathise with young people and the agencies and professionals who deal with them.
* Good written and verbal communication skills and the ability to write reports and deliver presentations to a variety of audiences.
* Willingness to undertake on–going training.
* Demonstrate an empathy with and commitment to the work of Inspire Suffolk and the Prince’s Trust.
* Clean current driving licence.
* Experience of managing health and safety including risk assessments.
* Ability to assess course work against qualifications criteria.
* Appropriate teaching qualifications, or willingness to undertake these while in post. (Or previous experience of delivering a similar Qualification).

**Desirable**

* Knowledge of the local community, its voluntary organisations and agencies.
* Good listening skills with an empathetic outlook.
* Experience of dealing with a range of issues facing young people from a variety of backgrounds.
* Safeguarding and First Aid experience.
* Ability to use Information and Communication Technology and encourage use with Team
* Experience of managing a budget.
* A recognised qualification or experience in supporting the delivery of Skills for Life.
* Experience of planning, organising and completing practical projects.
* Food Hygiene experience.
* A recognised counselling qualification.

**Experience:**

**Training Requirements:**

Team Leaders **MUST** attend:

* An induction from The Prince’s Trust.
* The Prince’s Trust Team Leader training (including pre-course work and e-learning).

As well as the following which will be organised by Inspire Suffolk as necessary:

* Risk Assessment Training.
* Food Hygiene (equivalent to the RIPH Foundation Certificate in Food Hygiene).
* First Aid at Work Certificate. The qualification must have been obtained from a body which has been approved by The First Aid Approval and Monitoring Section (FAAMS) of the HSE’s Corporate Medical Unit.
* Safeguarding through an approved body.

**Other Requirements:**

It is a prerequisite to any job offer that the successful candidate must be able to gain an enhanced DBS certificate.

**Line Manager Approval:**

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| **Name:** | **Signed:** | **Date:** |
| Post 16 Education Co-ordinator |  |  |

**Agreed by job holder:**

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| **Name:** | **Signed:** | **Date:** |
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