

PATH Yorkshire

Pre-Employment Tutors (Calderdale)

Job Description

PATH Yorkshire is a training provider of accredited and non-accredited courses supporting adult learners to gain employment or progress into sustainable employment. Established for 38 years, we worked with diverse communities and businesses across the Yorkshire and Humber region.

We are looking to appoint qualified and experienced Tutors to deliver accredited pre-employment skills course for learners aged 19+ in the Calderdale areas. Learners may be unemployed, on low pay or irregular job and seeking for better employment opportunities.

Competitive Pay • Immediate Start • Term-time course delivery, up to two years, subject to reviews.

JOB DESCRIPTION

Course to deliver: ETCAL Level 1 Certificate in Securing Employment - ETA

This qualification informs and guides learners through the process of sourcing, applying for and securing appropriate employment. It provides a structured individualised route with knowledge and skills, through the labour market to securing employment.

Course delivery will be in-person at community venues across Calderdale.

Duties and Responsibilities:

- Effective planning and implementation of in-person (face to face) learning and assessments to cohorts of learners and coaching them to achieve the course learning intentions and outcomes.
- Develop and implement course scheme of learning and lesson plans adapted to the cohort profile and individual learning styles.
- Initial assessment of individual learners, setting personal goals and individual learning plans.
- Monitor learners' attendance and promptly follow up on absent learners, motivating them to improve their attendance.
- Maintain accurate learners records, documentation and evidence as required by PATH Yorkshire, the awarding body, and the funding authority.
- Facilitate a positive and supportive learning environment where learners feel safe and motivated to improve themselves and complete the course.
- Develop formative and summative assessment activities, conduct mid-term and exit reviews.

- To coordinate with the designated PATH team in ensuring that the programme will be accessible to diverse communities by building a network of referral organisations across the Calderdale area.
- To maintain positive relationships with referral organisations, job centres, and community groups to recruit learners.
- To provide information and guidance, motivate and facilitate learners' progression on to further learning, volunteering, and employment.
- Perform your duties and responsibilities in accordance with PATH Yorkshire policies and procedures.
- Immediately inform the Designated Safeguarding Officer of any safeguarding concerns.
- To perform other duties assigned by the Manager and/or CEO of PATH Yorkshire.

ESSENTIALS

1. Qualification

1.1 Applicants must have a UK teaching qualification (such as PTLLS, CTLLS, Level 3 Award in Education and Training, Level 4 Certificate in Education and Training, CELTA, DELTA, TEFL).

1.2 Applicants must also have an experience in teaching accredited courses in UK within the recent five years.

1.3 Experience (within the recent two years) of teaching non-accredited courses which are commissioned by Local Council Adult Learning or Ofsted inspected adult learning will be considered.

2. Experience

2.1 Effective course planning, individual learning planning, assessment and delivery, using appropriate materials and resources.

2.2 Producing schemes of learning, session plans and Individual Learning Plans.

2.3 Giving timely and constructive feedback to support learners in achieving their learning objectives and personal goals.

2.4 Practicing inclusion in the classroom.

3. Skills and Ability

3.1 Ability to meet the requirements of the awarding body, course and programme objectives and associated administration.

3.2 Ability to plan a programme of learning and sessions with clear outcomes which provide flexibility to meet learners' individual needs.

3.3 Ability to implement various learning strategies to motivate learners, encourage collaboration and peer support.

3.4 Ability to use a range of suitable learning resources to motivate and meet the needs of learners.

3.5 Ability to communicate effectively in written and verbal English.

3.6 Effective interaction with individuals and groups, through highly developed interpersonal skills.

3.7 Ability to use IT packages, e.g. Outlook, Word, Excel, Power Point.

3.8 Ability to provide learners the relevant information and guidance on local jobs market and opportunities.

DESIRABLE

Full driving licence with own car.

TO APPLY: Email your CV with Cover Letter to colvyn.inniss@pathyorkshire.co.uk

This vacancy will close as soon as a suitable number of applications have been received. Please apply as soon as possible.

PATH Yorkshire is a registered charity 516786.
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