

Youth, Education and Skills Construction Tutor

Job Title:	Youth, Education and Skills Construction Tutor
Reports to:	Delivery Manager 14-19 Provision
Location:	London

Purpose

To deliver Construction training and support learners through their transition to employment and/or Apprenticeships. To deliver life skills, provide advice and guidance on career progression and offer pastoral care throughout the learner journey

Main Duties and Responsibilities

1. Deliver Construction content in line with awarding body guidance
2. Assess the needs of young people to correctly plan and deliver programmes to support young people into a successful destination
3. Develop a relationship with young people based on respect and trust, ensuring they have a safe place to develop their identity and place in society
4. Establish boundaries and challenge inappropriate behaviour
5. Mentor, coach, and support individuals, encouraging greater social inclusion
6. Set targets for progression and regularly monitor and review the quality of delivery in partnership with the quality team
7. Work in partnership with families and other key people in the young person's life, as well as with professionals from other organisations involved with young people such as social care, health, police, education, youth offending teams and local authorities, to build a strong support network
8. Attend and contribute to multi-agency meetings
9. Attend regular training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety, and local policy developments
10. Undertake administrative tasks, maintain effective recording systems and respond to queries
11. Ensure monthly KPIs are met relating to the traineeship contract
12. Build a caseload of traineeship learners, by successfully engaging with young people through a range of different methods
13. Carry out initial assessments and action plans for each young person and monitor their progress through regular contact
14. Build referral links and develop relationships with key external organisations who will refer into Traineeship programmes.
15. Work with the employer engagement officer to identify opportunities for young people, with a particular focus on apprenticeship positions alongside the placement
16. Take part in all promotional work that supports the work of all youth contracts

17. Provide a high-quality service to both internal and external stakeholders to ensure positive feedback through the company self assessment process and quality improvement strategy
18. Deliver information, advice and guidance to all young people, to help them make informed choices about their future and jointly create a detailed action plan with clear milestones
19. Act on behalf of both IXION and the contract partner, whom IXION is working for and enhance all parties' reputations
20. Develop and maintain a good understanding of youth provision available, agencies related to employment access and the local labour market
21. Work closely with all partner organisations and other support agencies to ensure that referrals as a priority are given to Ixion, rather than our competitors
22. Maintain effective and accurate administration, recording of information, producing reports as required, updating MI Systems, and adhering to the Data Protection Act and confidentiality procedures at all times
23. Ensure all quality and compliance systems, processes and guidelines are followed as part of the day-to-day activity ensuring compliance errors are kept to a minimum to ensure the business is risk free

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy, and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be

communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times

7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center">Person Specification</p> <p align="center">Job Title: Youth education and skills construction tutor</p> <p align="center">(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • To hold L4 certificate in education and training (or equivalent) E • To hold Information, Advice & Guidance Level 3 Diploma or equivalent – D
<p>Experience</p> <ul style="list-style-type: none"> • Essential experience in Maintenance operations (tiling, painting, joinery skills) in a construction environment E • Proven successful track record of working with NEETs in a pastoral or youth work role E • Experience of providing and managing information, advice & guidance service to young people. E • Experience of working in a target driven environment E • Previous experience of providing employment-related training E
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Knowledge of barriers that can affect young people's progression into work. E • Ability to encourage and motivate young people. E • Up to date knowledge of young people issues E • Good understanding of the local labour market and employment issues E • Strong process and KPI achievement skills, to time and budgetE

Personal qualities, communicating and relating to others

- Self-management – manage workload effectively E
- Relationship management – develop and maintain productive relationships with your team, management, clients, partners, sub-contractors and all key stakeholders E
- Customer focused – committed to understanding client aspirations, supporting their needs E
- Represent IXION and The Shaw Trust Group in a professional manner on all occasions. E
- Strive to improve practice to be creative and innovative and work towards continuous improvement E
- To adopt a co-operative approach to delivery by maintaining and promoting effective communications, sharing good practice across the organisation and externally E
- Ability to problem solve and adapt and respond to various situations E
- Flexible approach to the demands of the role and to achieve the required results E
- Good communication, presentation, organisational and interpersonal skills E
- Good IT knowledge or the willingness to develop and undergo any necessary training E
- Willingness to travel within the identified area as well as to attend training events E

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at an Enhanced level (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)