



## Job Description

### Community Inclusion Worker and Life Skills Tutor

Lottery ESF Project, 0.4FTE

## Information

<b>Salary grade:</b>	D2
<b>Salary:</b>	£26,844- £30,063
<b>Full/Part-time:</b>	Fixed Term till end September 2022
<b>Responsible to:</b>	Head of Life Skills and Community
<b>Deadline:</b>	25 <sup>th</sup> May 2019

## Aims of the post:

1. To plan, teach and provide additional learning support on Life Skills courses
2. To raise the quality and success of Life Skills and Community department
3. To source community engagement, volunteering and work placement opportunities for students
4. To support ELATT delivering Lottery ESF Projects in West London and other London boroughs as necessary.

## Key Performance Indicators:

- ▶ Quality of teaching and learning
- ▶ Student success, achievement and progression into voluntary work, paid work and further learning
- ▶ Achievement of contracts
- ▶ Achievement of project-related output and outcome measurements

## Our Values:

Before applying for this role, please check that you share the following values:

1. You believe in the life-changing value of education
2. You celebrate and value diversity and the enrichment and benefit it brings to society
3. You thrive in a fast-paced environment and can re-prioritise your work plans according to events and needs
4. You believe in an empathetic and caring approach to team working, valuing the contribution of team members at all levels
5. You believe in the importance of continuous improvement and learning new skills

Read more about our values here: [http://www.elatt.org.uk/docs/Our\\_Values.pdf](http://www.elatt.org.uk/docs/Our_Values.pdf)

## Responsibilities of the Post:

### Attendance and Punctuality

1. To teach and act as tutor on ELATT courses, in line with all ELATT policies, funding requirements and best practice, in order to achieve targets related to student progression, success rates and other outcomes, especially job outcomes.
2. To participate in the delivery of Life Skills provision supported by the Life Skills and Community Co-ordinator and Head of Life Skills, including recruitment of participants and implementation of quality improvement measures related to ESOL, English and Maths, Employability and additional student support.
3. To complete administration duties in accordance with funding requirements such as file management, database administration and keeping records on attendance, retention, performance and progression of all Life Skills courses that you are responsible for.
4. Deliver externally accredited qualifications for both the ESOL and English courses.
5. Collaboratively develop the quality improvement of Life Skills courses, in line with the Common Inspection Framework, internal procedure and other quality marks, including sharing of best practice.
6. To provide information to managers in line with contractual requirements and to support external and internal audit requirements of contract delivery.
7. To liaise with such relevant external networks as appropriate in order to ensure ELATT's service delivery is in line with best practice.
8. To support e-learning and innovation in teaching and learning and participate in dissemination of good practice.
9. To take an active role in developing a strong culture of team work at all levels of the organisation.
10. To follow the full range of organisational policies and procedures including our equal opportunities and health and safety policies in the interests of the smooth running of the organisation any other duties as may be reasonably required from time to time.

# Person Specification

## Experience

1. A PGCE/Cert.Ed (or equivalent) teaching qualification and a Level 4 Subject Specialism in ESOL OR English/Literacy or plans to start this within the first year or work.
2. Minimum 2 years experience of teaching Skills for Life courses to adults within Further Education or Adult and Community Learning, in ESOL and English or Literacy. (F)
3. Experience of delivering whole-person support to students including signposting to support services and organisations desirable. (F)
4. Experience of sourcing volunteering or work placement opportunities for students desirable. (F)
5. Experience of delivering ESOL and community projects. (F)
6. Knowledge of community partners and employers in West London and other London boroughs, and experience of sustaining existing relationships desirable. (F).

## Skills and Abilities

1. Excellent student-centred teaching skills and the ability to work a team sharing good practice and high-quality teaching techniques. (A)
2. Creativity and flexibility to develop and enhance authentic teaching materials and teaching styles in order to engage students and respond to student interests and employer demands. (A)
3. Organisational and administrative skills necessary to plan courses, record student learning and achievement, record outcomes and reporting for projects. (I)
4. Evaluative and analytical skills to monitor student progress over a curriculum area and to take part in quality assurance within Skills for Life. (I)
5. A practical understanding of the Common Inspection Framework. (I)
6. An understanding of the differences between ESOL, English Skills and Functional Skills and its relationship to classroom practice. (F, I)
7. Understanding of the needs of unemployed adults and the barriers faced by people from disadvantaged or excluded communities in accessing learning and work and an ability to address these needs through the course design and student support. (I)
8. The willingness to develop further links with employers, community groups and organisations outside of ELATT to create opportunities for students or reduce barriers to their learning. (I)

9. An ability to tailor Skills for Life delivery to employer and student need, including embedding into vocational areas. (I)
10. Co-operative and flexible, including able to work evenings as weekends as required. (F)
11. Good IT skills that fully embrace technology in all areas of work. (A, I)
12. Highly professional demeanour, responsible and able to work together well with other people (I)
13. A passion to consistently strive for excellence, and achieve a high degree of personal success. (I)

F – Tested by CV and supporting statement

A – Tested through assessment

I – Tested through interview

*This job description will be kept under review and may be amended from time to time, following consultation with the post-holder, to reflect changing organisational needs.*