

# Person Specification/Job Description

Assessment of role for Disclosure and Barring Service (DBS) checks:

Regulated Activity  Specified Place  Opportunity for contact with children

DBS checks required:

Enhanced DBS check

Barred list – Children

Barred list – Adult

**Closing date for receipt of applications:** Monday 6 January 2025 at 12 noon

## Student Services

### Group Tutorial Learning Coach (term time only)

30 hours per week, permanent position term time only to commence as soon as possible

**Post No.:** RS24/25/217

**Salary:** Fixed point 20 (£25,353.91 pro rata)

**Responsible to:** Pastoral & Welfare Manager

**Supervisory responsibility:** No direct supervisory responsibilities

**Responsible for:** Delivering group tutorial sessions especially in reference to employability, careers and healthy living, safeguarding, equality and diversity, British Values, the Prevent agenda, e-safety and other local and relevant issues and assisting with implementing Student Voice throughout the College.

**Objective of the job:** As above

Candidates for the post of **Group Tutorial Learning Coach**, must possess the following qualities:

	Essential	Desirable	Where identified
Qualifications	Level 3 qualification in a relevant subject area.  PTTLS or be willing to work towards within 1 year or a suitable related qualification  Safeguarding Level 1 (to be achieved within 6 weeks)  Level 2 in Literacy (or willing to work towards within 2 years)  Level 2 in Numeracy (or willing to work towards within 2 years)	IT qualification  Level 2 Equality & Diversity  Degree or equivalent professional qualification  Level 2 in Literacy	Application Form Certificates
Experience	Experience of presenting to/engaging with young people	Teaching experience	Application Form References Interview
Knowledge and skills	IT skills		Interview References
Personal qualities, attitude and behaviours	Excellent communication  Strong organisational capabilities		Interview

## Section A • Primary Responsibilities

### 1. College Strategy

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.

Bishop Auckland College's mission: ***Creating positive change through education and learning.***

### 2. Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers, and clients have their needs and expectations identified and fulfilled.

### 3. Staff Development

All members of staff will participate in the College's Staff Development Programme, we aim to maximise staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

### 4. Client Focus

All members of staff are expected to manage and develop their role and responsibilities to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

### 5. Overall Responsiveness

Working flexibly, efficiently and in full cooperation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

### 6. Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

### 7. Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost-effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

### 8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

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Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

## Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

- a) Deliver tutorials which will contribute to the development of our learners into becoming responsible, respectful and active citizens who are able to play their part and know how to become involved in public life.
- b) Deliver tutorials to develop learners' understanding of how to keep physically healthy and maintain an active lifestyle as well as develop awareness of mental health and well-being.
- c) Deliver tutorials to ensure an understanding of healthy relationships through appropriate relationship and sex education
- d) Create an inclusive environment that meets the needs of all learners, irrespective of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, relationship status or pregnancy.
- e) Ensure that relevant provisions are in place for those learners with additional needs to access tutorials where applicable.
- f) Create a safe, disciplined and positive learning environment which focuses on positive behaviour and attitudes
- g) Ensure that clear and high expectations are set about punctuality and attendance.
- h) Ensure that action is taken to address punctuality and attendance where applicable.
- i) Ensure that cross college tutorials are having an impact on learners at the College group.
- j) Assisting with the implementation of Student Voice and engaging students in the process throughout the College.
- k) To undertake such other duties as may be reasonably required.

## Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality, Diversity and Inclusion Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

Name: .....

Signature: .....

Date: .....

**Last updated: December 2024**