



JOB DESCRIPTION

JOB TITLE:	Healthy Lifestyle and Cookery Tutor
STATUS:	Part-time/Permanent 0.6FTE
HOURS:	3 days a week Mondays, Thursdays and Fridays
SALARY:	T1 £18,367.20 - T11 £26,455.20 (£30,612 - £44,091 FTE)
REPORTING TO:	Head of the department
CAMPUS:	BCA
DEPARTMENT:	ALFIE
JOB PURPOSE:	<ul style="list-style-type: none">• To deliver high quality teaching in Cookery and Life skills to include vocational life and work skills to adults with special needs to support positive outcomes towards employment and independence.• To work with colleagues including teachers and other managers to deliver the best possible college experience and outcome for every student.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated

The main duties and responsibilities of the post include the following:

1. Effective delivery of a RARPA based programme in Cookery and Life skills to adults with learning disabilities paying due regard to developing independent and employability skills, enabling learner progression towards successful employment or greater independence.
2. Develop ways of working that are responsive to learners' needs and monitor and evaluate progress and practice to prepare learners for independence or employment.
3. To promote and facilitate high levels of learner attendance, retention and achievement.
4. Provide accurate and timely data and information, including registers, withdrawals and transfers, assessments, examination details and progress reports.
5. Participate in the review and implementation of agreed processes for identifying, appropriately supporting and monitoring the progress of students who are At Risk of non-achievement.
6. Maintain learner morale inside and outside "the classroom" and in conjunction with college management.
7. Contribute to students' Individual Learning Plans (ILP), demonstrating an understanding of individuals' strengths and areas for development. Agree targets and milestones with students, subject teachers, and parents/carers if appropriate and contribute to their review and updating throughout the year.

8. To be proactive in maintaining and developing quality standards and demonstrate a commitment to quality improvement.
9. Work with the Safeguarding and Learning Support teams to provide appropriate extra support to students who are particularly vulnerable, such as Adults in Care, those under the Court of Protection and those who have an Education, Health and Care Plan.
10. Support and contribute to learner voice activities such as the election of tutor group reps and Student Union Executive as required. Support the completion of any cross Colleges review and evaluation processes such as learner surveys and departmental self-assessment.
11. Work with the ALFIE job coach/support internship coordinator to inform students of any employment opportunities to ensure the best outcomes.
12. Actively promote the College's policies on equality and diversity, health and safety, data protection/privacy, child protection and safeguarding.

Any other duties commensurate with the grading of this post as may be required from time to time.

Common Responsibilities

In addition to the specific tasks which distinguish one job from another, and the terms and conditions in contracts of employment, all staff have common responsibilities which are also integral to their terms of employment. These are as follows:

1. To perform your responsibilities to a high level of professional and personal competence, maintaining a high standard of effectiveness and quality in all aspects of your work.
2. To maintain a focus on your duty of care responsibilities.
3. To encourage students to respect others and value their individuality.
4. To safeguard the reputation of the College and promote College achievements.
5. To encourage students and visitors to take pride in their environment and treat it with respect.
6. To protect confidential information about, or in the possession of, the College.
7. To promote diversity and inclusion in the conduct of your work.
8. To undertake training and personal development as required to fulfil your responsibilities and develop your potential.
9. To follow and promote all statutory regulations and College standing instructions, policies and procedures including regulations for students, security and emergency procedures.
10. To maintain and encourage others to follow College policies on Health and Safety.
11. To maintain high standards of welfare of animals at all times and encourage the same in others.
12. To keep informed of new developments in your own field and act as a mentor for colleagues as appropriate.
13. To maintain at all times, good professional relations with colleagues, students and the public.
14. To dress appropriately to maintain standards in personal presentation, tidiness and safety.

15. To keep physical assets belonging to the College in good order and free from damage and misuse and report maintenance and repair promptly.
16. To use College resources in as efficient a way as possible, minimising waste and protecting them from theft or loss without incurring undue personal risk.
17. To observe College policies and practices for the protection and enhancement of the environment and be aware of and comply with the environmental legislation relating to all aspects of the College's resource and property management.
18. To take personal responsibility for acting professionally and competently when serving as a college representative internally or externally on a committee or at an event.

Safeguarding Children & Vulnerable Adults

1. Ensure that you read and understand College regulations and policies described within the staff handbook.
2. You are required to share the commitment to keep all students safe whilst in College, with a specific focus on those under 18 years old and all vulnerable adults, by contributing to:
3. The provision of a safe environment for students to learn in the education setting.
4. Identifying students who are suffering or likely to suffer significant harm, taking appropriate action with the aim of making sure they are kept safe in the education setting in line with College policy and procedures.
5. Undertaking responsibilities towards learners and younger client groups with regards to 'Duty of Care', Keeping Children Safe in Education and College Safeguarding responsibilities.

NOTE

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Child Protection Policy.
- The principles and procedures set out in the College's Data Protection Policy.

June 2021

PERSON SPECIFICATION

Healthy Lifestyle and Cookery Tutor

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
A recognised qualification or substantial, evidenced experience in teaching, coaching, youth work, counselling or social care		✓	AF
Appropriate Degree and/or vocational qualification or equivalent	✓		AF
Educated to a minimum Level 2 (e.g. GCSE A*-C/4- 9) qualification in English and Mathematics	✓		AF
EXPERIENCE			
Knowledge and evidence of ongoing curriculum development and managing the learning process	✓		AF / IV
Knowledge of Adult care, support and processes		✓	AF/IV
Experience working with adults and young people with SEN		✓	AF/IV
Demonstrable successful experience in supporting students to high achievement	✓		AF / IV
Demonstrable successful experience of supporting the personal and social development of students, including through the delivery of group and one-to-one support sessions	✓		AF / IV
Proven successful experience of identifying and supporting students or young people with barriers to learning.	✓		AF / IV
Experience of working in a post 16 educational environment		✓	IV
Experience of developing the employability skills and attitudes of students to ensure they can successfully progress within and after college, including into work or higher education.	✓		IV
SKILLS / KNOWLEDGE / ABILITIES			
Ability to use ILT in a teaching situation	✓		IV
Demonstrable oral and written communication skills.	✓		AF / IV
Proven ability to use administrative systems and good organisational ability.	✓		IV
Demonstrable teamwork skills, including the ability to team teach and work as part of a large team	✓		IV
Proven ability to adapt to frequent change and work in a fast-paced environment, taking a flexible approach to working practices	✓		IV
Robust skills in managing difficult people and situations, including young people with challenging behaviour	✓		IV
Strong IT skills, including use of MS PowerPoint, SMART Boards, databases, email and internet	✓		IV

Ability to mediate and facilitate challenging debate in the classroom, including topics around the Prevent Duty, current affairs and controversial subjects	✓		IV
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KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at the interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation