

Technical Skills Tutor, Skylight Merseyside, November 21 – Job Pack

Job Title:	Technical Skills Tutor (known internally as Construction Tutor)
Department:	Client Services
Reporting to:	Skills Coordinator
Salary:	£31,097 per annum
Hours:	35 per week
Location:	Based in Liverpool with some regional travel
Contract type:	1-year fixed term contract

Aim and influence

- Plan and deliver a broad range of accredited and non-accredited practical based activities, such as painting and decorating, DIY & construction, horticulture, health & safety, cycle maintenance, in agreed venues – such as local hostels, community centres, refuges or the learners' homes
- Develop the confidence, self-esteem and skills of homeless and vulnerably housed individuals to help them end their homelessness
- You will be a lead worker for learners (members) in your classes, completing and reviewing their progression and learning plans and Outcomes Stars, as well as regularly checking their housing status
- Under the general direction of the Skills Co-ordinator to plan, organise and deliver teaching for clients

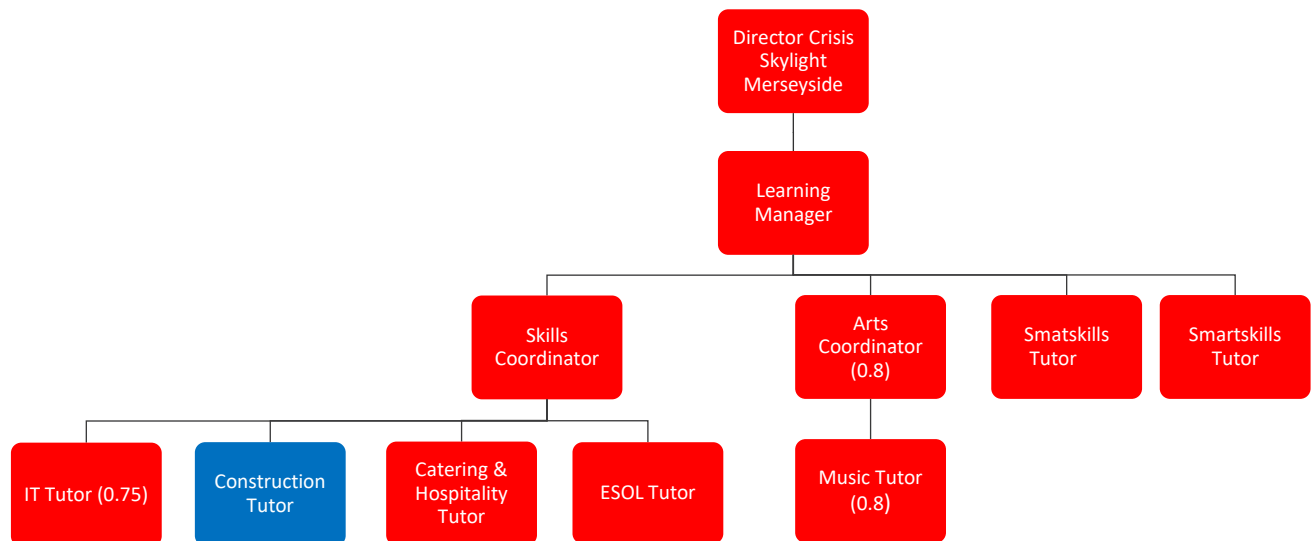
Financial and supervisory responsibility

- The tutor will deliver 16 hours of learning per week to groups or one to one sessions
- Some supervision of volunteers will be required
- No direct budget responsibility, but you will be responsible for sourcing and buying materials for the role in line with local petty cash and procurement processes.

Other key details

- Some evening and weekend work will be required and time off in lieu will be given in accordance with Crisis TOIL policy.
- Based in Liverpool with services delivered on an outreach basis across Merseyside so access to own transport is essential, with occasional travel and overnight stays, for training and meetings across the UK
- A satisfactory enhanced disclosure from the Disclosure Barring Service is required for this role. Skylight Merseyside works with young people aged 16 and 17 and so the check will include both children and vulnerable adults

Organisational Chart



Please note structure is subject to change

Job responsibilities

Recruitment and assessment

- Recruit and select learners on the basis of need
- Undertake initial and formative assessment of learners, and respond accordingly
- Create and administer assessments which inform the development of training & learning plans taking into account individual needs, styles and interests
- Deliver a range of training and assessment activities
- Liaise as required with internal verifiers and other representatives of awarding bodies
- Fulfil accreditation requirements and administer and assess examinations or portfolios
- Source and maintain accreditation procedures and associated paperwork

Teaching and learning support

- Teach and support learning in accordance with best practice for the client group
- Plan, reflect and review each learner's programme on a regular basis
- Prepare and use suitable and good quality learning materials
- Prepare schemes of work and lesson plans in accordance with standard practice
- Establish and maintain standards of conduct with and for the learners
- Identify resources and networking opportunities for training, education or work relevant to the client support plan
- Adhere to organisational policies when dealing with aggressive or challenging behaviour
- Implement blended learning integrating online and classroom teaching where required
- Ensure that members, for whom you lead work:
 - Have initial Outcome Star assessments, that identify areas in which members think they need support, and where this will come from.

Technical Skills Tutor, Skylight Merseyside, November 21 – Job Pack

- Have timely linked support plans developed with them.
- Have regular reviews of both outcome stars and support plans
- Are referred as required to Crisis or other support, and checks are undertaken to ensure that support services are accessed
- Are asked about their housing status initially and that this is checked periodically, with any changes recorded in a timely manner when informed by members.
- Ensure that all assessments, plans, reviews, progress and updates are recorded in a timely manner on the Member Achievement and Progress System (MAPS)
- Ensure the smooth hand over of members to an alternative lead worker if, and when, appropriate
- Record and review all plans, reviews, progress and updates on the Member Achievement and Progress System (MAPS)

Certification and quality assurance

- Assess, record and report on the development, progress and attainment against the standards set for the programme
- Contribute to the development of CSM quality assurance systems
- Make and keep appropriate assessment records
- Liaise as required with internal verifiers and representatives of awarding bodies
- Maintain and provide required records for accountability purposes
- Source and maintain accreditation procedures and associated paperwork
- Compile and maintain member records in line with audit procedures maintaining member confidentiality at all times
- Ensure that any safeguarding concerns are identified and reported in line with Crisis procedures

Contribution to the team and organisation

- Commitment to Crisis' purpose and values including equality and social inclusion
- Develop and share teaching and learning materials with the team
- Participate in professional development activities, team meetings and reflective practice
- Promote well-being and development of the organisation internally and externally
- Develop and maintain external partnerships that support a member's journey
- Support and manage volunteers as required within the classes
- Participate in the continual improvement of resources, learning environments and delivery of effective teaching methods and styles
- Ensure that any safeguarding concerns are identified and reported in line with Crisis procedures

General accountabilities

- Actively encourage and support member involvement within Crisis
- Develop and maintain an understanding of Crisis's work and the needs and circumstances of homeless people.

Technical Skills Tutor, Skylight Merseyside, November 21 – Job Pack

- Comply with Crisis policies and procedures, including Health and Safety policies, for which all employees owe a duty of care both to themselves and others, in accordance with the Health and Safety at Work Act.
- Carry out duties that may reasonably be required in the light of the main purpose of the job.

Person Specification

Essential

1. To hold, be working towards, or be willing to acquire an appropriate adult teaching qualification and to hold a Level 3 Qualification (or equivalent), or have extensive demonstrable experience in a relevant subject area such as construction, horticulture, home maintenance etc.
2. Recent experience of delivering a range of practical skills activities ideally with vulnerable clients either in a community or adult education setting
3. Understanding of the impacts of homelessness on individuals' wider lives, including their learning.
4. Ability to plan and deliver lessons, monitor student progress and provide regular feedback and support for accredited and non-accredited courses
5. Ability to teach effectively across the ability range with an ability to develop some of own learning materials to support delivery of practical sessions
6. Ability to complete continuous assessment for accredited and non-accredited courses
7. Ability to keep up to date, timely, accurate case management records using the MAPS case management system, sharing information as and when appropriate
8. Ability to work with people with challenging behaviour and/or complex needs and to lead groups in an informal but structured way
9. A capacity to work on your own and as part of a team, with a willingness to reflect upon and develop one's own practice
10. Access to own transport with ability to travel throughout Merseyside
11. Knowledge of and ability to comply with safeguarding procedures
12. Commitment to Crisis' purpose and values including equality and social inclusion

Desirable

1. Experience of working with clients with complex needs

Supporting your application

Thank you for your interest in working for Crisis.

Before you apply, please take a moment to read through the frequently asked questions below which are designed to support your application and help you understand our recruitment processes.

The person specification requires a qualification or experience that I do not have. Is it still worth me applying?

The person specification has the key knowledge, skills, experience or behaviours needed to carry out the job successfully and you will be scored based on any information you provide. If you don't quite meet the criteria, for example if you have an understanding of something rather than experience of doing it yourself, you may still pick up points for explaining your understanding or how you might approach it. However, some of the person specification points, for example specific qualifications, are critical to the role so if you don't meet those requirements, you are unlikely to be shortlisted.

Can I apply by sending my CV?

Occasionally we accept CVs and a covering letter but only if this is requested in the advert for the post. We don't accept speculative applications or hold CVs on file.

What should I do if I can't complete an online application?

If you would like to apply in a different format, for example in a Word document, because you are unable to use the online process, please contact the Recruitment Team jobs@crisis.org.uk It is helpful if you provide details of your requirements or suggestions about how we might best support you to apply so that we're able to consider alternatives.

How can I maximise my chance of being shortlisted?

It is important that you complete all sections of the online application form to ensure that the recruiting panel understand your interests, skills, behaviours, knowledge and experience.

Shortlisting is mostly based on the information you provide in the assessment form section. A strong application will also be in line with the [Crisis Values](#) that you can find on our website.

Please note! If you don't provide full responses against the person specification points, the panel won't be able to score your application fully and it will be unlikely there is enough information for you to be shortlisted.

How quickly will I know if I have been shortlisted?

Every recruitment campaign will be different depending on how quickly the shortlisting panel can review applications but if you have not been shortlisted, you will receive an email from us confirming that.

If I am not shortlisted, can I get feedback on my application?

Unfortunately, we are not able to offer feedback on your application if you are not shortlisted for interview.

Can I get feedback after my interview?

We appreciate that information about where you did well or less well can be useful, so if you are not successful following interview we are able to provide feedback.

Will you notify me of future vacancies?

Once you have registered via Crisis Jobs Online, you can sign up to receive notifications of new vacancies based on the criteria you select. We also recommend that you check our website regularly for details of new vacancies.

I recently applied for a role and was not successful, but have seen the role re-advertised. Is it worth me applying again?

If the gap between advertising has been short, we would normally advise that candidates need not apply again, unless you have re-written and enhanced your application. Some examples might be that you have strengthened your examples using the STAR technique above.

Crisis Jobs Online

I have typed my personal statement answers into the online form, but it won't let me save them. What should I do?

There is a word limit of 400 per answer so it could be that you have exceeded the limit and that is what is preventing you from saving your work.

I filled in the personal statement section and tried to save it/submit it. However, it wouldn't do this and my information was lost. Is there any way to retrieve it?

You are encouraged to record your answers in a Word document first before copying and pasting your answers into the online application form, using the keyboard shortcuts Ctrl + C to copy and Ctrl + V to paste. The application form has a strict time out limit and so if you take longer than that limit you will lose your work and we are unfortunately not able to retrieve it.

Where can I get help?

If your query has not been answered above, you can contact the Recruitment Team jobs@crisis.org.uk for support.