

Technical Skills Tutor, Skylight Croydon, Jan 2022 – Job Pack

Job title:	Construction Skills Tutor (internally known as Technical Skills Tutor)
Department:	Crisis Skylight Croydon
Reporting to:	Technical Skills Coordinator
Salary:	£21,378 per year (£35,631 per year full time equivalent)
Hours:	21 hours per week (0.6 hours FTE)
Location:	Crisis Skylight Croydon
Contract type:	Permanent

Aim and influence

- Deliver vocational courses for our members in agreed venues – predominantly in our onsite workshop.
- Teach and train members in skills-based courses, developing their pathway through the service and into further training and employment opportunities.
- Develop the confidence, self-esteem and skills of homeless and vulnerably housed individuals to help them end their homelessness.
- You may 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 Learning Manager across the Skylight teams to plan, organise and deliver year-round teaching for clients
- Collaborate with the Learning team and wider team to develop best practice.

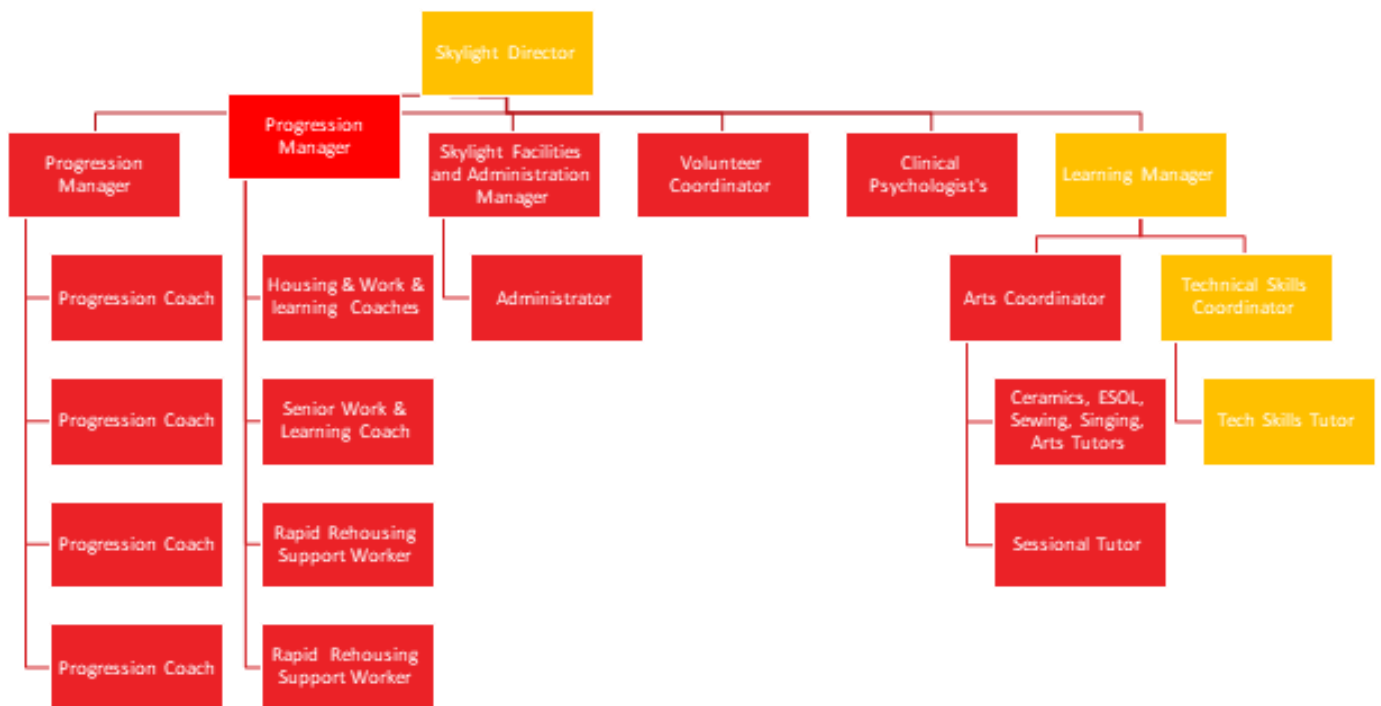
Financial and supervisory responsibility

- The tutor will deliver agreed hours of learning per week to groups at Skylight Croydon.
- Some supervision of volunteers may be required.

Other key details

- A degree of flexibility is required in delivering the service.
- A satisfactory enhanced disclosure from the Disclosure Barring Service is required for this role.

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, formative and summative assessment of learners, and respond accordingly.
- Create and administer assessments which inform the development of training & learning plans, taking into account the pathway and development of the client.
- Deliver a range of training and assessment activities.
- Liaise as required with internal verifiers and other representatives of awarding bodies as required.
- Fulfil accreditation requirements and administer and assess examinations or portfolios as required.
- Source and maintain accreditation procedures and associated paperwork as required.

Teaching and learning support

- Teach and support learning in accordance with best practice for the client group.
- Plan, reflect and review each learner's progress on a regular basis. (Approximately 15 hours teaching and 6 hours for planning and meetings.)
- Prepare and use suitable and good quality learning materials.

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- Prepare schemes of work and lesson plans in accordance with standard practice.
- You are required to establish and maintain standards of conduct with and for the learners.
- Adhere to departmental policies when dealing with aggressive or challenging behaviour.
- Implement blended learning, integrating online and classroom teaching if required.
- Delivery of vocational courses will be required as tutors will be expected to deliver a variety of professionally related courses, including CITB (Construction Industry Training Board) at E3 and tailored construction courses including DIY for a New Home at introduction level.
- Teach a combination of accredited courses and qualifications as well as shorter, unaccredited courses to support members with life skills, confidence and living independently.

With members, you may also need to:

- Undertake Outcome Star assessments, identifying areas in which members think they need support, and where this will come from.
- Develop linked Progression & Learning Plans and review periodically.
- Refer members as required to Crisis or other agencies for support and check that support services are accessed.
- Ask (and record) members about their housing status initially and check periodically, recording any changes when informed by members.
- Support 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).
- Carry out duties that may reasonably be required in the light of the main purpose of the job.

Certification and quality assurance

- Assess the learners' progress and attainment against the standards set for the programme, as required.
- Make and keep appropriate assessment records, as required.
- Maintain and provide required records for accountability purposes.

Contribution to the team and organisation

- Develop and share teaching and learning materials with the team.
- Participate in professional development activities, team meetings and reflective practice when required.
- Promote well-being and development of the organisation internally and externally.
- Support and manage volunteers as required within the classes.
- Attend case conference and staff meetings.
- Ensure that any safeguarding concerns are identified and reported in line with Crisis procedures.

General responsibilities

- Actively encourage and support member involvement within Crisis.
- Develop an understanding of homelessness and Crisis' aims.

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- Follow Crisis policies and procedures, including health and safety.
- Carry out other reasonable duties that may be required.

Person Specification

Essential

- 1 Hold a recognised qualification in construction or building from a UK awarding body, or have equivalent experience working as a professional in a relevant post.
- 2 Understanding of the impacts of homelessness on individuals' wider lives, including their learning, and ability to undertake regular reviews of members' housing status to ensure timely referrals are made to help individuals end their homelessness.
- 3 Experience of developing learning materials and teaching from basic to advanced levels, including the preparation and planning of assessments, individual learning plans and qualifications.
- 4 Experience of delivering accredited and non-accredited courses and an ability to offer multi-skills disciplines including painting and decorating.
- 5 Ability to enhance a learner's individual progress and progression toward their wider goals by agreeing and reviewing objectives, using individual progression and learning plans and the Outcome Star in collaboration with the wider Skylight teams.
- 6 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.
- 7 Able to communicate effectively with individuals and groups using a variety of media and blended (online and offline) approaches.
- 8 Able to establish effective interpersonal relationships with a range of people.
- 9 Good working knowledge of construction workshops and the associated risk and HSE protocols.
- 10 Knowledge of and ability to comply with safeguarding procedures
- 11 Commitment to Crisis' purpose and values including equality and social inclusion

Desirable

- 12 The ability to offer a wide variety of courses and qualifications in construction or building, for example bike mechanics, laminate flooring etc.
- 13 Experience of working with clients with complex needs.
- 14 Experience of working on building sites or in construction trades as a CSCS card holder or with an understanding of CSCS requirements.
- 15 Hold a teaching qualification, or be working towards a PTLLS, DTLLS or PGCE.

We encourage applications from all sections of the community and particularly from people who have lived experience of homelessness.

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.

Support your statements with specific examples that show how you meet each of the person specification points. You may wish to use the **STAR approach**:

S or T – Situation or task

Describe the situation or the task that you had to complete. It could be something from your previous employment or personal experience – just make sure it's relevant. Given enough detail for the person shortlisting to understand what was involved

A – Action

Describe the action you personally took to resolve the situation or task. Explain the process/steps you took. Even if you are describing a group project, describe what you did rather than what the team did as a whole

R – Result

This is the crucial part of the answer. Explain how your actions resulted in a successful outcome. Talk about what you achieved, the benefits and what you learned.

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.