

bounce back.

Job Title:	Employability Tutor
Reports to:	Centre Manager
Salary:	Circa £28k
Contract:	Rolling one year
Location:	London and South East

Job Purpose

As an Employability Tutor you will be working across multiple projects within prisons and our community training centres. You will be facilitating motivational learning experiences for participants, making sure information is both relevant and wide ranging and will provide our participants a competitive advantage in the job market.

The role of Employability Tutor is critical to ensuring our participants have the necessary skills and awareness to (re)enter the world of work and you will be delivering both accredited and non-accredited training.

Core Responsibilities

- Plan and deliver impactful employability workshops which meet participants needs and interests developing skills and qualities such as, leadership, confidence, problem resolution and team work
- Work in conjunction with other tutors to plan and develop blended learning material including but not limited to distance learning and assessment material, audio and video clips and information for google classroom, apps and any other platforms.
- Work closely with other trainers and case managers to help shape and positively impact our learners and participants' futures by making sure training is current.
- Work closely with the Head of Resettlement to ensure there is regular employer partner engagement which is meaningful and beneficial to participants too
- Actively engage learners in their own evaluation and assessment. Including ensuring group profiles, individual learning plans and additional learning support records are maintained
- Keep up to date records for reporting the delivery and monitoring of qualifications, in line with data protection regulations
- Ensure daily registers, enrolment forms, learner data and assessment planning is carried out effectively.
- Ensure you maintain a safe and secure working environment in line with Bounce Back and prison policies around safeguarding and Health & Safety
- Attend training events and meetings as and when required, contribute to team meetings

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Knowledge and Skills

- Extensive experience of teaching ideally within a custodial setting
- Evidence of outstanding teaching delivery and a teaching qualification minimum AET
- Experience of teaching functional skills and employability and self-employment
- Experience of working with people with complex needs and/or emotional barriers to learning, ideally within a custodial setting
- An understanding of working with awarding bodies such as City and Guilds & NOCN
- Experience of managing teams of people creating a culture of high performance
- An understanding of the rewards and challenges of working in partnership with prisons, probation, job centres and regional and central government
- An understanding of principles and procedures for safeguarding vulnerable adults including the 'Prevent' strategy
- Excellent written and verbal communication skills

Personal Qualities

- Committed to the belief that everyone has the ability to change and deserves an opportunity to do so.
- Passionate and proactive people person able to build effective relationships with people at all levels.
- Strong negotiation skills with the ability to dissolve conflict quickly.
- Authentic, empathetic communicator with a high level of emotional intelligence.
- A creative instinct with a solution focussed approach, able to make "on the spot" decisions.
- A highly organised individual driven by quality of results and able to juggle multiple tasks.

This is not an exhaustive list of tasks and you may be asked to undertake any other reasonable duties in line with your post and the team's needs. Job descriptions are reviewed frequently and may be amended at any time in accordance with the needs of Bounce Back.