

JOB TITLE	:	Enrichment Tutor
ACCOUNTABLE TO	:	Curriculum Leader
JOB PURPOSE	:	To support the Curriculum Leader in the delivery and provision of a high quality enrichment programme and effective organisation within the area.

KEY ACCOUNTABILITIES

- To deliver high quality enrichment sessions within the College's enrichment programme
- To ensure that there is effective planning of enrichment sessions
- To use appropriate and varied delivery methods, suitable for the range of ability of the students
- To establish an effective and appropriate working relationship with students
- To monitor the attendance of students on the enrichment course/s and to liaise with other staff in relation to student attendance and behaviour
- To assist in administrative tasks in relation to enrichment sessions required by the Curriculum Leader
- To assist with enrichment development as required by the Curriculum Leader

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

Notes

1. The above job description outlines key responsibilities. It is not exhaustive and the tasks outlined can be expected to change over time.
2. The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment).

I have read this Job Description and the associated Contract of Employment. I believe that together with the other documents referred to therein they constitute an accurate statement of the terms and conditions of my employment.

Signed:		Date:	
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PERSON SPECIFICATION

Attribute	Criteria	Method of Assessment
Education & Qualifications		
GCSE Grade C or above in Maths and English or equivalent	Essential	Certs/App Form
Qualification in the subject area of Enrichment	Essential	Certs/App Form
Experience, Knowledge & Abilities		
Experience of working with 16-19 year olds with a commitment to enhancing the educational experience	Essential	App Form
Successful experience with the area of enrichment	Essential	App Form/Int
Experience of working within health and safety and safeguarding policies	Essential	App Form/Int
Experience of working in a Post 16 education setting	Desirable	App Form
Ability to work with young people in a friendly and professional manner with capacity to motivate students	Essential	Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	App Form/Int
Good written and oral communication skills	Essential	App Form/Test
Good ICT skills	Essential	App Form/Test
Ability to work effectively independently and within a team to solve problems	Essential	Int
Interpersonal Skills & Qualities		
An enthusiastic, energetic and good-humoured approach to challenges and problems	Essential	Int
Calmness under pressure	Essential	Int
Willingness to be flexible with working hours	Essential	Int