



## **CREATING GREAT FUTURES**

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College's Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and are proud to have achieved Investors in Diversity Accreditation in August 2023 demonstrating our commitment to our FREDIE principles (Fairness, Respect, Equality, Diversity, Inclusivity and Engagement). Our staff are diverse, skilled and motivated working across two unique, vibrant and lively campuses, one centrally located near to East Croydon train station and the other in the heart of Old Coulsdon.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

### **Croydon Campus**

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

### **JOB DESCRIPTION**

<b>Post:</b>	Employability Tutor
<b>Reports to:</b>	Deputy Head – World of Work
<b>Hours of work:</b>	Sessional
<b>Salary:</b>	Up to £30.04 per hour depending on experience and qualifications.
<b>Contract:</b>	Sessional Contract



### **Overall Purpose Scope:**

Providing high quality, relevant learning opportunities which enable learners to maximise their educational, vocational and personal development potential thus facilitating the fulfilment of their aspirations. You will be required to deliver a range of employability short courses tailored to learners that require general skills development as well as learners who aspire to work within specific industries following structured guideline and processes designed to support the learning journey and support learner progression and outcomes.

### **Main Duties and Responsibilities:**

1. To provide high quality teaching and learning to support adults on employability programmes to achieve their full potential.
2. Acting as a personal tutor to learners, promoting self-esteem, challenging and supporting them to complete the courses and achieve their goals.
3. To adopt appropriate learning strategies having given due consideration to the length of the session, intended learning outcomes and the characteristics and needs of the student body.
4. Communicating effectively with learners and respond appropriate to their needs.
5. Ensure appropriate learner participation in the teaching and learning process in classes, exercises, case studies etc.
6. To ensure that the learning outcomes are efficiently and effectively delivered.
7. To ensure that curriculum content, learning materials and curriculum delivery give positive images of minority groups.
8. To contribute to programme induction as required by the Curriculum Team Manager / Head of School.
9. Contributing to the agreed quality assurance processes, liaising closely with the Curriculum Team Manager and Lead IQAs
10. To participate as required in the development of the curriculum ensuring that its content is relevant and current.
11. To assist design and lead delivery of bespoke employability courses in line with funding requirements.
12. To ensure that the curriculum meets the requirements of validating and awarding bodies.
13. Review the learner's initial assessment results and develop a learning plan to ensure the learner completes their programme
14. Meeting the deadlines set for the return of work to learners and provide feedback in keeping with College policy.
15. To utilise those methods of assessment most appropriate to the curriculum content and learning outcomes, and as agreed by the Curriculum Team Manager and Head of School.

16. Ensuring the assessment records are accurate and up to date and provide an audit trail of evidence in accordance with college requirements.
17. To ensure that the selection procedures are rigorously followed, and its operation and criteria are in line with the College's requirements.
18. Ensuring that learners are offered appropriate guidance on their choice of programme, that learner guidance regulations are fulfilled and learners are provided with appropriate documentation within the time frame.
19. To undertake interviewing and other selection procedures as required.
20. To ensure that all learners are informed of the rules, procedures and sanctions governing conduct in all College activities.
21. To implement the College's student attendance and punctuality processes and procedures.
22. Ensuring that learners are aware of guidance and support services and referring learners to these services as appropriate.
23. Working with other people involved in the learner journey towards employment – Coordinators, IQAs, and other tutors, Employers
24. Contributing to working with a range of external agencies, including Job Centre Plus, Local Authority and others.
25. Provide learners with appropriate tutorial support in accordance with programme and individual requirements.
26. To undertake such staff development activities as required by the Head of School.
27. To maintain an up-to-date knowledge of specialist subject/discipline area.
28. To participate in the Appraisal Scheme as required.
29. Undertaking staff development needs identified during such appraisal, or identified by the relevant academic manager.
30. To deliver such professional development programmes as may be appropriate to the skills of the postholder.
31. To provide required statistical information within the time scale.
32. Maintaining records in accordance with College requirements.
33. To participate in academic and other committees as required.
34. Ensuring that all targets as agreed and set by the College are met.
35. To record key data using internal monitoring systems and provide regular written reports and case studies as directed by the Curriculum Manager
36. To assist in the marketing or presentation of programmes in accordance with the requirements of the College.
37. To contribute to the academic marketing objectives as required.
38. To contribute to the implementation of the College's and academic area's Quality Improvement Plans, policy and procedures.

39. Participate fully in learning walks, teaching and learning observations, inspections and visits from professional and awarding bodies etc, and to provide information as required in the required format and within the set time scale.
40. To fully participate in student and programme evaluation as required.
41. To undertake research and study as appropriate to maintain the course provision at a consistent level of excellence within available resources.
42. To undertake any individual or collaborative consultancy work deemed by the College to be appropriate to the duties of the post.
43. To work as an effective college team member.

#### **General Responsibilities:**

- Everything we do has a Student Focus, with the following core values: Creativity, Respect, Aspiration, Integrity, Empowerment, Responsibility and Accountability.
- Actively promote British values and equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices, creating an inclusive learning environment and workplace for students and staff respectively.
- Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role
- Comply with and promote College Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake recommended training as and when necessary.
- Identify and manage risk effectively.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Support cross college events such as Open Evenings and Enrolment sessions when required
- Adhere to and ensure compliance with all College procedures as detailed in the Staff Handbook
- At all times seek to serve the best interests of the College
- To provide cover for colleagues during periods of holiday or sickness absence

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<b>A.</b> Teaching Qualification - Level 3 or above	<b>A.</b> A1 Assessor award and Verifier awards
<b>Experience</b>	<p><b>B.</b> Suitable teaching experience across a variety of levels.</p> <p><b>C.</b> Working with challenging and vulnerable adults and an understanding of current challenges and barriers to employment.</p> <p><b>D.</b> Management experience or have the ability to manage a group of learners.</p> <p><b>E.</b> Planning creative and engaging delivery programmes to support learners.</p> <p><b>F.</b> Knowledge of quality assurance.</p> <p><b>G.</b> Evidence of recent and relevant CPD activity.</p> <p><b>H.</b> A commitment to and understanding of Equality and Diversity, Safeguarding, Health and Safety and Data Protection.</p>	
<b>Skills &amp; Attributes</b>	<p><b>I.</b> Exceptional delivery skills and demonstrating ability to motivate learners</p> <p><b>J.</b> Designing and developing schemes of work to a high standard.</p> <p><b>K.</b> Ability to relate well with different target groups, such as 50+, from different backgrounds forming strong, positive relationships.</p> <p><b>L.</b> Excellent customer service skills</p> <p><b>M.</b> Ability to work effectively as part of a team.</p> <p><b>N.</b> Ability to work on own initiative, within College aims and objectives.</p>	

	<p><b>O.</b> Good organisational and IT skills.</p> <p><b>P.</b> Good communication skills, verbal and written.</p>	
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NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

### **Safeguarding**

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

### **Staff Benefits**

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

### **Next Steps**

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>



Application Closing Date: 31 July 2024

Interview / Selection Date: 8 August 2024



Investors  
in Diversity

Achieved.  
Valid Until  
August 2025



# PROUD TO BE FREDIE