

Role Profile

Job Title:	135 Learning Support Tutor
Based:	135 Cardiff Road
Hours:	Part Time – 18 – 22.5 hours per weekday
Contract:	Established
Reporting to:	Life Skills & Volunteer Project Manager
Direct Reports:	None
Indirect Reports:	Volunteers
Remuneration:	£23,000 - £25,000 pro-rata, plus benefits

Job Purpose: 135 Life Skills centre is seeking an enthusiastic, motivated Learning Support Tutor. To assist with planning individual and group support programmes and individual action plans, which provide a range of strategies that will motivate, challenge and empower our members to make positive changes to their lives.

Key Responsibilities

- To assess members' support needs and compile a comprehensive report that takes into account social, emotional, educational, and employment needs
- To develop, agree and implement a SMART action plan and measures of support with individual members
- Motivate members to achieve their goals and ensure their expectations are effectively managed
- Regularly review actions plans and support measures, identifying issues and making appropriate changes or adapting goals as necessary
- To contribute to the maintenance of records and information systems both computerised and manual with due regard for data protection and confidentiality.
- Maintain awareness of different learning strategies and implement these into the programme and action plans
- To liaise closely with other key staff / tutors / support volunteers to ensure they understand and support the strategies available to develop members' skills for engaging in learning and positive behaviour
- Ensure inclusivity for all members, design and deliver outreach sessions off site
- Work in conjunction with the 135 Team Leader to review and identify the next steps towards independence and/or work readiness
- Support members with accessing learning / volunteering opportunities within the community
- Obtain, collate and use feedback gathered from members to improve service delivery and feed into client involvement strategy

- Any other duties commensurate with the role: support with the smooth day to day running of the service by contributing to other duties as required

General

- To attend and participate in team meetings, reflective practice, group briefings, 1to1's, annual reviews, internal and external meetings, qualifications and training courses
- Proactively promote the service / Launchpad within Reading to other organisations and partners
- To assist with the development of policies, procedures and practices in relation to the Service
- Observe and work within Launchpad's values of Respect, Empower, Integrity and Influence
- To operate within the framework of policies and procedures within Launchpad
- Be able to work flexible hours as necessary to meet the needs of the service

Knowledge, Skills and Behaviours

- Professional, approachable, confident and empathetic manner whilst maintaining appropriate boundaries
- Creative and innovative skills
- Work in a way which promotes independence and demonstrates equality of service to all
- Strong communication and interpersonal skills
- Use of safe working practices whilst supporting others
- Confident in using IT to record and report information and/or willingness to learn new systems
- Positive 'can do' attitude and ability to be flexible with workload priorities
- Enjoy working in a busy environment as part of a team and be supportive to colleagues

Experience

Delivering and setting action support plans within an adult educational, other supported environment

Experience of working with adults with multiple support needs or working with specific learning difficulties or disabilities

Working and supporting volunteers

Confident in using CRM systems and Microsoft 365

Education, Qualifications and Training

5 GCSEs including English and Maths, ideally at grade C or Level 2

Award in Education and Training AET (formally PTLLS) or equivalent