

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Learning & Skills Tutor (Youth Employment Initiative)

Vacancy ID: 007561

Salary: £25,951.00 - £29,323.00 Annually

Closing Date: 29/05/2017

Benefits & Grade

Grade N

Contract Details

Fixed Term until 31/07/2018

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

Darlington Learning and Skills Service is a high performing adult and community learning provider, graded 'Good' by Ofsted. We are looking to appoint an enthusiastic, flexible and committed professional to develop and deliver learning and support programmes for young people age 16-29 to engage them in education, employment or training (as part of our new Youth Employment Initiative (YEI) / European Social Fund (ESF) programme which will run until July 2018).

As part of the delivery team, you will have a key role to play in overseeing the development and delivery learning and support programmes to meet the needs of the young people. You will develop innovative programmes to inspire young people to progress onto further learning, training, employment and self-employment and take responsibility for increasing participation among those groups who traditionally have low participation in learning.

We are looking for someone who has experience of working with vulnerable young people and knowledge or experience of employability programmes and who enjoys working on their own initiative and as part of a team. Experience of working on ESF funded programmes would also be an advantage. In return, we offer training, the support of a small, friendly and forward thinking team with a passion for offering quality provision to the most vulnerable in our community.

For detailed information on this role, please refer to the Job Description and Person Specification in the vacancy Information document.

For a further informal discussion, please contact Paul Richardson, Head of 16-19 (Learning & Skills), on 01325 406015.

Application packs are available to download from www.darlington.gov.uk/jobs. Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk

The Youth Employment Initiative (YEI) is part-funded by the European Social Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. This covers the period 1st October 2015 to 31st July 2018.



DARLINGTON BOROUGH COUNCIL

CHILDREN'S SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Learning & Skills Tutor (Youth Employment Initiative)
<u>GRADE :</u>	Grade N
<u>JOB EVALUATION NO.</u>	C2230
<u>REPORTING RELATIONSHIP</u>	The post holder will report to the Head of 16-19 (Learning & Skills)
<u>JOB PURPOSE :</u>	To deliver, promote and quality assure Youth Employment Initiative learning programmes for Learning & Skills in Darlington
<u>POST NO.</u>	D13810
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To deliver quality learning programmes in Darlington and district.
2. To support the Learning & Skills Manager and Learning and Skills Assistant Manager to further develop learning programmes across the Borough.
3. To develop new and existing programmes which take account of service requirements eg e-learning, ensuring they meet the needs of awarding bodies and funding bodies
4. To promote opportunities for learners including availability of Information, Advice and Guidance, progression routes and membership of the Learners Forum.
5. To monitor, evaluate and review learning programmes paying particular attention to the quality of teaching and learning.
6. To contribute to the development and implementation of quality systems including the Self-Assessment report, audits and inspection process.
7. To maintain records of course uptake, achievement, attendance, retention and progression and to ensure registers are completed.
8. To produce appropriate, adequate and timely documentation relating to each and all programmes delivered, and to the individual learners.
9. To ensure learner safety, including confirmation of arrangements and provision for First Aid treatment, building Access and Egress and Emergency procedures.
10. To promote a range of programmes to the wider community including attendance at events as required.
11. To participate in CPD as required by the service and identified in the PDR process.

12. To undertake personal training as may be deemed necessary to meet the duties and responsibilities of the post.
13. To support the delivery of staff training and to develop appropriate training materials.
14. This post has a high level of contact with, and responsibility for, children and young people.
15. To safeguard and promote the welfare of learners for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
16. Ensure that confidential/sensitive information is handled in an appropriate manner.
17. To ensure that Equality and Diversity is promoted throughout the provision, including recruitment, teaching and learning, publicity and access.
18. To comply with the Quality Assurance policy and procedures of the YEI programme and Learning & Skills Service, using the agreed systems and documents systems.
19. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
20. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
21. Carry out your role in line with the Council's Equality agenda.
22. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
23. Any other duties of a similar nature related to this post that may be required from time-to-time.
24. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

THE POST IS SUBJECT TO AN ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE – THIS MAY BE SUBJECT TO RECHECKING AS APPROPRIATE

If the post is Politically Restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009, there is standard wording to add to this job description. Pl. check with your HR Team or Xentrall's Recruitment Team.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

DARLINGTON BOROUGH COUNCIL**PERSON SPECIFICATION****LEARNING & SKILLS TUTOR (YOUTH EMPLOYMENT INITIATIVE)****CHILDREN'S SERVICES****POST NO – D13810**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Teaching qualification as appropriate	E	
2	Level 4/5 in English or Maths, Specialism Subject or another relevant learning area or working towards		D
3	CLAIT or equivalent		D
	Experience & Knowledge		
4	Approximately one year's recent experience of delivering learning programmes to young people	E	
5	Recent experience of developing learning programmes for young people	E	
6	Detailed knowledge of relevant learning area	E	
7	Understanding of strategies to address barriers for learning in vulnerable young people	E	
8	Approximately one year's experience of service promotion including advice and guidance.	E	
9	Experience of teaching within community settings	E	
10	Knowledge of a range of teaching and learning styles	E	
11	Knowledge of current skills issues and challenges	E	
12	Knowledge of Health & Safety procedures.	E	
13	Approximately one year's experience of monitoring and evaluation of programmes.	E	
14	Experience of developing, implementing, monitoring and reviewing policies and procedures	E	
15	Experience of delivering ESF provision		D
16	IAG qualification		D
17	Experience of teaching vulnerable learners		D
18	Experience of working within Quality Assurance systems.		D
	Skills		
19	Ability to communicate both orally and in writing	E	

	to a wide range of audiences (including ability to write clear and concise reports & presentations) with highly developed interpersonal skills		
20	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager	E	
21	Ability to work with a wide range of people and organisations	E	
22	Ability to monitor understanding of others, develop approach and take corrective action if required	E	
23	Ability to produce timely and accurate statistical data	E	
24	Ability to maintain accurately a range of management information systems including databases and spreadsheets	E	
25	IT literate, capable of using the Internet, MS Word/Excel and Office packages	E	
26	Ability to work on own initiative and as part of a team	E	
27	Ability to produce learning resources		D
	Personal Attributes		
28	Ability to be on time for duties	E	
29	Committed to learning and skills development	E	
30	Flexible approach to working time/arrangements including evenings and weekends	E	
	Special Requirements		
31	Ability to access reliable transport to carry out the travel requirements of the post.	E	
32	The ability to communicate at ease with customers and provide advice in accurate spoken English'	E	
33	Satisfactory Enhanced Disclosure	E	
34	Interest in working with children and young people to promote their development and educational needs.	E	
35	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E	
36	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	
37	Suitability to work with children and young people.	E	

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

Part time applications

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

Payment of Wages and Salaries

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.