JOB DESCRIPTION

**Job Title: Senior Tutor**

**Salary Grade:** Grade 8

**Job Family:** Learning and Development

**Directorate:** Neighbourhoods

**Job Profile:** LD 8

**Reports to:** Operations Manager

**Number of Reports:** 2

**Purpose of Job:** To contribute to the leadership of Derwent Hill’s Tutor Team and to the delivery of the Educational Visits Advisory Service.

**Job Location:** Derwent Hill Outdoor Education & Training Centre, Portinscale, Keswick, Cumbria.

**Key responsibilities:**

1. Provide Educational Visits support to schools and other establishments.
2. Provide leadership in the Tutor team and in the delivery of Derwent Hill’s programmes.
3. Act as Group Tutor and Course Leader on the full range of courses as required.

**Main duties:**

* Liaise with the Centre Director (Educational Visits Adviser), Operations Manager and the other Senior Tutor to co-ordinate service delivery.
* Provide training for EVCs, Visit Leaders and other staff involved in educational visits as required.
* Support the Operations Manager in leading the Tutor team.
* Manage the Apprentice Tutors and Associate Tutors.
* Act as Tutor Coordinator and Duty Manager as required, including weekend working.
* Lead the Tutor team in preparing for forthcoming courses, liaising with other colleagues as necessary.
* Monitor quality, performance, health and safety regarding the delivery of courses.
* Act as Group Tutor and Course Director on the full range of programmes.
* Act as Duty Manager.
* Undertake additional projects and duties from time to time as required.
* Ensure that key information is recorded and communicated using appropriate systems.
* Make sound decisions based on health and safety and other policies, financial constraints and agreed customer service levels
* Contribute to maintaining Derwent Hill’s welcoming and supportive ethos, working flexibly when necessary to support colleagues.
* The post holder must promote and safeguard the welfare of the children and young People that they are responsible for, or come in contact with.
* The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.
* The post holder must comply with the Council’s Health and safety rules and regulations and with Health and Safety legislation.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council

**Date:** 7th of January 2020