



## Job Description Work Area Leader / Tutor

**Responsible to:** Head of Inclusive Lives

**Responsible for:** Learning Support Workers

**Job Purpose:** To ensure the engagement of all residents through providing meaningful work-related activities that meets their needs, planning and evaluating, managing resources and establishing relationships that create the optimum conditions for engagement and wellbeing.

### **Key responsibilities:**

#### Main

1. Take responsibility for care of the residents within your work area in accordance with their needs as set out in Destination Led Plans, Behaviour Support Plans, Care Plans, Risk Assessments and any other relevant documentation.
2. Plan inspiring projects that enable all residents to engage and make a meaningful contribution.
3. Establish positive relationships acting as a role model and being aware of and responding appropriately to individual needs.
4. Work together with members of staff in all areas of the organisation to achieve best results for residents and colleagues.
5. Promote the inclusion and acceptance of all residents.
6. Work towards achieving best practice in the provision of Care and Inclusive Lives.
7. Take responsibility for integrating the development of resident's continuing personal development in activities and record outcomes.
8. Complete and update any paperwork that needs to be produced to comply with statutory regulations and funding bodies' requirements as well as the organisation's own requirements.
9. Participate in the assessment, recording and reporting of resident's work and progress and to communicate and consult with stakeholders when required.
10. Work together with the Therapeutic Team and maintain Total Communication across all areas.
11. Manage effectively and efficiently any resources allocated within an agreed budget.
12. Always uphold the safeguarding and promotion of all residents / learners.
13. Take personal responsibility to ensure you are fully informed of all matters relating to the welfare of residents by keeping up to date in reading relevant paperwork.
14. Participate in meetings of the Inclusive Lives team which relate to the departmental development and resident progress.
15. Ensure all Learning Support Workers understand individuals' ability and potential within the work area.
16. Ensure the allocation of resident support within the work area that you are responsible for.
17. Understand the shared line management of Learning Support Workers with assigned House / Assistant House Managers.

## Tutor (additional)

1. Take responsibility for education and care of the learners within your curriculum area in accordance with their needs as set out in Individual Learning plans, Behaviour Support Plans, Care-Plans, Risk Assessments and any other relevant documentation.
2. Design an inspiring curriculum that enables all learners to make clear progress in your subject area.
3. Promote the inclusion and acceptance of all learners at all times.
4. Work towards achieving best practice in the provision of education and training as set out in annual Quality Improvement Plans.
5. Take responsibility for integrating the teaching of Essential Skills, ICT and communication skills in activities and record outcomes against targets.
6. Create accredited courses for learners relevant to the curriculum area and ensure that these are completed according to deadlines.
7. Participate in the assessment, recording and reporting of learners' work and progress and to communicate and consult with stakeholders when required.
8. Develop resources for teaching and learning.
9. Ensure Tutor Group Schemes of work and other planning documentation maximises opportunities for learner progress.
10. Uphold the safeguarding and promotion of all learners at all times.
11. Participate in meetings of the education team.
12. Ensure all Learning Support Workers understand individuals' learning goals and associated progress recording requirements.

## General

1. Working according to the policies and guidelines of the organisation.
2. To be committed to Continuing Professional Development (CPD).
3. Improving your own understanding of the values that underpin the work in the organisation by attending relevant induction and training.
4. Respect confidentiality always.
5. Through personal example demonstrate commitment to equality and diversity ensuring equality of access and treatment for all.
6. There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities and may be asked to undertake an alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or required to perform services which you cannot reasonably perform or are outside the range of your normal skills and experience.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Line Manager Signature: .....

Date: .....

Employee Signature: .....

Date: .....

# Person Specification

## Work Area Leader / Tutor

Requirement	Essential or Desirable?	How Assessed?
<p><b>Knowledge &amp; Understanding:</b></p> <p>Training qualification (EAT or equivalent)</p> <p>Subject specific experience for the post applied for.</p> <p>A good understanding of relevant issues for residents with learning difficulties and disabilities.</p> <p>Experience in working with individuals with learning difficulties and disabilities.</p> <p>Awareness of Health &amp; Safety and safeguarding needs of individuals.</p>	<p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Application</p> <p>Application</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p>
<p><b>Skills &amp; Abilities:</b></p> <p>Excellent interpersonal skills.</p> <p>Excellent communication skills.</p> <p>Excellent planning skills.</p> <p>Excellent organisational skills.</p> <p>Good IT skills.</p> <p>Ability to work effectively with individuals with learning difficulties and disabilities, including emotional and behavioural difficulties and challenging behaviour.</p> <p>Ability to prioritise workload and meet strict deadlines.</p> <p>Ability to work independently and as part of a team.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application &amp; Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p><b>Personal Attributes:</b></p> <p>Sensitive to individual needs and ability.</p> <p>Self-motivated.</p> <p>Innovative.</p> <p>Commitment to personal development.</p> <p>Flexible in approach.</p> <p>Reliable.</p> <p>Honest.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Reference &amp; Interview</p> <p>Reference</p>