



## Diocese of Westminster

### **Job profile**

### **Tutor- A Place to Grow Carpentry Workshop (part time)**

**Location:**

St. Joseph's Pastoral Centre

**Reporting to:**

Social Enterprise Manager

**Job Reference No:**

0035-9017

**Job Purpose:**

Tutor will motivate and inspire students as well as assess their achievement and progress. As part of their role, the candidate will plan, deliver and evaluate the Course and work in a 'person-centred' way with each student. Candidate will also be able to manage the support staff and volunteers on the A Place to grow course.

### **Principal duties and responsibilities**

- To plan, deliver and evaluate the course.
- To work in a 'person-centred' way with each student.
- To motivate and inspire students in this subject and assess their achievements and progress
- To manage the support staff and volunteers on that course

**Person specification:**

**Tutor (part time)**

**Contract Type:**

Part time (52 weeks)

**Salary:**

£18.01 per hour

**Hours of work:**

6 hours per week (Saturdays, 9:30am to 3:30pm)

### **Key Areas of Responsibility:**

- To teach and support the students to reach their full potential within this course.
- To train the support staff and volunteers in the specific methods and techniques being used on this course
- To work in line with St Joseph's Pastoral Centre course planning, evaluation, and student monitoring systems.
- To work in accordance with St Joseph's Pastoral Centre's Health and Safety policies, confidentiality policy, in line with safeguarding vulnerable adults procedures .
- To liaise in a professional manner with colleagues with other agencies regarding the course content and student welfare/participation. To accurately and promptly communicate to other professionals and carers as directed by policy and good practice.
- To actively participate in supervision and training sessions.
- To work within the overall strategy and budget for the Centre

### **Person Specification:**

- Qualifications and experience of teaching is desirable
- Qualifications in woodwork and carpentry are essential
- Portfolio showing your creativity and excitement.
- Knowledge and experience of working with people with learning difficulties is desirable.
- Ability to work independently and as part of a team
- Ability to motivate yourself, staff and students
- Good interpersonal skills, both written and verbal
- Commitment to the mission and values of St Joseph's Pastoral Centre

**N.B** This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required