



Diocese of Westminster

Job profile	Tutor- Drama
Location:	Feltham Connect @ Centre
Reporting to:	Life Long Learning Manager
Job Reference No:	181-9017

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 Connect Drama 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 Connect Drama course.

Principal duties and responsibilities

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

Key Areas of Responsibility:

1. To teach and support the students to reach their full potential within this course.
2. To train the support staff and volunteers in the specific methods and techniques being used on this course
3. To work in line with St Joseph's Pastoral Centre course planning, evaluation, and student monitoring systems.
4. To work in accordance with St Joseph's Pastoral Centre's Health and Safety policies, confidentiality policy, in line with safeguarding vulnerable adults procedures .
5. 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.
6. To actively participate in supervision and training sessions.
7. To work within the overall strategy and budget for the Centre
8. Promoting the general progress and well-being of the individual.

<u>Person specification:</u>	Tutor
<u>Contract Type:</u>	Permanent, Part time (52 weeks)
<u>Salary:</u>	£18.28 per hour
<u>Hours of work:</u>	3 hours per week (1:30 pm – 4:30pm Tuesday)

Skills, aptitudes and attributes

1. Qualifications and experience of teaching is desirable
2. Qualification in the chosen subject is desirable
3. Portfolio showing your creativity and achievements.
4. Knowledge and experience of working with people with learning difficulties is desirable.
5. Ability to work independently and as part of a team
6. Ability to motivate yourself, staff and students
7. Good interpersonal skills, both written and verbal
8. Commitment to the mission and values of St Joseph's Pastoral Centre
9. Ability to be flexible, determined, and energetic.
10. Ability to create and produce lesson plans, to teach students about plays and the history of drama, to assist students in creating their own dramatic pieces, to organize and manage the learning environment, to direct performance rehearsals and to assess students' performance

Confidentiality

1. It is expected that all St Joseph's Pastoral Centre employees and volunteers will understand that our work is confidential and that personal details about people we work with and their families should not be divulged to members of the public.

Value Base

1. The post holder is expected to become familiar with the ethos and value base of St Joseph's Pastoral Centre and work within that framework. He/she must be prepared to operate within a Catholic organisation, with the understanding that the agency works with all people, regardless of religious beliefs.

Other

The post is subject to an enhanced check by Disclosure and Barring Service

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