



Diocese of Westminster

Job Profile	Tutor – Exploring Our World
Department / Parish / Agency	Caritas St Joseph's
Reporting to	Lifelong Learning Manager
Cost Centre	98T
Location / Address	St Joseph's Pastoral Centre, NW4 4TY
Management of	n/a
Contract type	Permanent, 41 weeks per year
Hours	6 hours per week (Tuesday) plus training, planning and report writing over the course of the year
Salary	£19.69 per hour // £5,458.07 per annum
Job reference number	646-98T

Job Purpose:

To support students to learn about the world around them.

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

Our Diocesan Values

Catholic social teaching covers all spheres of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools, it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person-centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance and Love.**

Competence

We strive to achieve total competence in all that we do. As an employer and as the administrative support function to our parishes, agencies and schools, we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those we serve.

Reliability

Because our parishes, agencies and schools rely on us to support them in the work that they do, we aspire to deliver excellent service with consistency. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity and truth, and be straightforward in our dealings with others at all times. We will challenge when appropriate, and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action. We will be tenacious, disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenges. We shall be persistent in our pursuit of continual improvement and excellence, and demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion. We will value each other and celebrate colleagues' success; we will support, provide care and compassion to those who need it. We will be relied upon to be competent, reliable and honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Experience	Essential/ Desirable
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 Caritas St Joseph's course planning, evaluation, and student monitoring systems.	
To work in accordance with Caritas St Joseph's Health and Safety policies, confidentially policy, in line with safeguarding vulnerable adults' procedures.	
Ensure all risk assessments for trips are completed a week prior to the excursion.	
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	
Skills/competence requirements	
Experience in story telling is desirable.	
Knowledge and experience of working with people with learning difficulties is desirable.	
Ability to work independently and as part of a team	
Good interpersonal skills, both written and verbal	
Ability to motivate yourself, staff and students	
Commitment to the mission and values of Caritas St Joseph's	
Knowledge of local amenities and places of interest.	
Qualifications	
Intermediate Microsoft Office Software package (Word, Excel, Publisher) and willingness to develop IT skills	
Qualifications and experience of teaching is desirable	

Disclosure and Barring Check Required