



<b>Job Profile</b>	Tutor – Exploring Communication
<b>Department / Parish / Agency</b>	Caritas
<b>Reporting to</b>	Lifelong Learning Manager
<b>Cost Centre</b>	98T
<b>Location / Address</b>	St. Joseph’s Pastoral Centre
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent, Part Time
<b>Hours</b>	5 hours per week (Friday, 10am to 3pm)
<b>Salary</b>	£19.69 per hour
<b>Job Reference</b>	700-98T

**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 Exploring Communication course.

**Principle 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
- 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

## **Our Diocese Values**

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, 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 & 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 that we serve.

### **Reliability**

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. 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, truthfulness and straightforwardness 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 challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will 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 colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & 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.

<b>Skills/competence requirements</b>	<b>Essential/ Desirable</b>
Ability to work independently and as part of a team	E
Ability to motivate yourself, staff and students	E
Good interpersonal skills, both written and verbal	E
Commitment to the mission and values of St Joseph's Pastoral Centre	E
<b>Experience</b>	
Portfolio showing your creativity and excitement	E
Knowledge and experience of working with people with learning difficulties	D
<b>Qualifications</b>	
Qualifications and experience of teaching	D

**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