

DIOCESE OF WESTMINSTER**Job profile****Location:****Reporting to:****Job Purpose:****Tutor- St Joseph's Lunchbox (Friday 10-1)**

St. Joseph's Pastoral Centre

Life Long Learning Manager

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 Lunchbox 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 Lunchbox 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/Tutors (part time)****Contract Type:**

Part time (Term Time)

Salary:

£20.19 per hour

Hours of work:

3 hours per week (Friday AM + agreed additional hours: training, staff

meetings, reports)

Key Areas of Responsibility:

- To teach and support the students to reach their full potential within this course. (The students are required to prepare cold food corresponding to orders placed by customers, package it, and get it ready for collection.)
- 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, including food hygiene, confidentiality policy, in line with safeguarding vulnerable adults' procedures.
- To liaise in a professional manner with colleagues and 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.

Competencies	Essential/ Desirable
Excellent Communication Skills: Able to communicate clearly and effectively, demonstrating kindness and respect towards all people working or serving the Diocese i.e. employees clergy contractors etc.	E
Excellent Organisational Skills: able to manage multiple deadlines and maintain attention to detail	E
Collaborative Teamwork: Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
Problem Solving: able to approach challenges creatively and make informed decisions under pressure	E
Adaptability and Flexibility: comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E

Experience	
Relevant experience in a similar role	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Knowledge and experience of working with people with learning difficulties	D
Technical Skills	
Qualifications or experience in food preparation.	D
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D

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