



Motor Maintenance/Construction Tutor
Job Description

Job Title: *Motor Maintenance Tutor*

Accountable to: Head of School, Assistant Head for Curriculum & Construction Lead

Salary: £25,874 per academic year

Working hours 8:30am – 4pm, Monday to Friday, term time only

Main Purpose:

- To oversee and deliver motor maintenance qualifications or construction qualification.
- To support students to achieve the above qualification whilst having due regard and maintenance of health and safety within the work space.

Main Duties:

The specific nature and balance of these duties will vary according to the needs of the students and the College.

Vocational:

- Ensure the maintenance area is set up and managed effectively
- Ensure that all relevant safety documentation (COSHH) and risk assessments are kept up to date
- Ensure that tools are stored and used safely, in line with health and safety measures
- Ensure that all written records and students written work is up to date, marked and of the required standard for the qualification.
- Work within and manage the budget for maintenance, this will include the ordering and purchasing of materials and tools.
- Work closely with the Senior Leadership Team to ensure students are making appropriate progress through the qualification.
- Work closely with key students or groups of students, as identified by the Senior Leadership Team or the Head of Pastoral Support, to help develop their interests and positive engagement in education, social activities and peer interactions.

Students:

- To develop and maintain positive relationships across the College with all students and staff.
- To support students who have a variety of complex social, emotional and mental health needs including Autism to access and achieve in education across a range of academic, vocational and recreational activities.
- Work closely with the Head of Pastoral Support to create and facilitate learning that engages students throughout the College day.
- To support students through crisis and potential dysregulation, in line with their individual needs and risk assessments.

- Make effective use of the data system to support management of behaviour and maintain relevant database.

Additional Duties & Responsibilities:

Health and Safety:

- Report any Health and Safety issues to the Head of School or Assistant Head with this responsibility.
- Be responsible for the maintenance area ensuring that all health and safety requirements are met.

College Development:

- Support maintenance/construction and development of the College ethos, values and overall purpose.
- To act as a positive role model for students and staff alike particularly in dress, punctuality, behaviour, language, conduct and understanding.

Staff Training:

- To complete all mandatory training provided by the College and ensure that you complete any refresher training as and when required.
- Be a reflective practitioner and be mindful of your own Continued Professional Development (CPD) needs and discuss any further training needs you have with the Senior Leadership Team.

Safeguarding:

Safeguarding students is priority. All staff have a duty & responsibility to ensure that safeguarding is maintained.

- You must report any Safeguarding concerns to the Designated Safeguarding Lead (DSL) or Deputy in line with Norton College Policy
- If you have made a Safeguarding referral, it is your responsibility to check back with your colleague before leaving for the day to enquire what action has been taken.

Student reports:

- To provide supporting information both verbally and in writing as requested for student education meeting including Annual Reviews.

Company car and transporting student

As Motor Maintenance/Construction Tutor you may be asked to take on additional duties or be deployed as requested by the Head of School or Pastoral Support Lead.