



JOB DESCRIPTION



Creative Arts + Textiles Tutor

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| Job Title | Creative Arts + Textiles Tutor |
| Responsible to | Principal |
| Key Internal Contacts | Other staff within the education team Staff in other departments within the Centre Staff in other Centres in the Region Regional Office Staff |
| Key External Contacts | Student relatives, advocates and others Placing Authorities and Service Providers Registration, Regulatory and Inspection bodies Local Services - Statutory, Voluntary and Community Neighbours |

JOB PURPOSE

To bring innovative and exciting learning opportunities to life.

To provide a varied and high-quality education service for our students focusing primarily on practical and technical skills in accordance with Company policies, procedures and practices and the standards set by the Regulatory Body.

Although you may have a specific specialism, the role would suit someone who is eager to continue to develop their own skill set alongside that of our students, e.g. in smart materials, CAD/CAM, graphics, textiles, resistant materials and basic electronics, photography, animation etc.

KEY TASK AREAS AND RESPONSIBILITIES

- To plan, develop and deliver a curriculum that engages students with a range of exciting, stimulating and varied techniques.
- To work with staff to develop personal skills and subject knowledge.
- To help prepare students for the options of a creative and/or practical career and support within the supported internship model.
- To plan, deliver and teach individual students or small groups, in accordance with the College's Curriculum framework and related policies
- To monitor, record and report on student progress
- To contribute to and help implement developments that relate to the College Development Plan
- To promote, in line with Company policies, the physical, educational and moral development of the students
- To contribute to the development and implementation of an environment and programme of learning for the individual student to ensure progression at an appropriate and satisfactory rate
- To take responsibility for coordinating the teaching, development, assessment, recording and reporting of subjects and areas of learning across key stages as agreed with the Principal
- To devise, implement and review individual education plans, individual behaviour plans and other relevant individual plans in conjunction with other staff
- To organise the classroom, its resources, student groupings and displays to provide a stimulating learning situation appropriate for students
- Adequately plan to ensure the safety of students, in line with risk assessments, while both on and off site
- To ensure all stakeholders are well briefed and able to produce appropriate and effective resources/teaching aids



- To maintain regular communication both informally and in meeting times, ensuring the individual needs of the student are being met effectively.
- To ensure that the available equipment and resources are used, stored and maintained efficiently
- To make, use and keep records in accordance with Company policies and procedures and standards set by the Regulatory Body
- To keep up-to-date with specified subject area and educational practice as well as industry experience.
- To ensure that all relevant education policies and procedures are implemented in full
- Safeguard all students and ensure their safety and wellbeing
- Communicate effectively with care staff to ensure a consistent approach and to provide a daily link between College and Home
- Liaise with staff from other departments to provide a consistent approach to all aspects of student education and care
- Maintain regular communication and liaison both informally and in meeting times, ensuring a consistent approach to education and care of students
- To meet in full the Professional Standards for Teachers in FE.

General

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Report issues and/or incidents relating to staff and students that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the College as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the students and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required.

Note: Any subject specialism information must be authorised by the HR department and attached separately

PERSON SPECIFICATION

TEACHER

| | Essential | Desirable |
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| Experience | | |
| Experience of work with autistic spectrum disorders and/or challenging behaviour | ✓ | |
| Experience of work within an education setting | ✓ | |
| Experience of planning, delivering and teaching lessons | ✓ | |
| Skills, Knowledge and Aptitudes | | |
| Ability to work independently and as part of a team | ✓ | |
| Effective communication skills, verbal and written | ✓ | |
| Ability to record information accurately | ✓ | |
| Good organisational skills | ✓ | |
| Ability to deal with complex and challenging behaviour | ✓ | |
| Ability to demonstrate empathy | ✓ | |
| Good IT skills and industry skills | ✓ | |
| Ability to tailor teaching and learning to the needs of individual students | ✓ | |
| Ability to lead and co-ordinate effectively | ✓ | |
| Qualifications and Training | | |
| Relevant Teaching Qualification | | ✓ |
| Willingness to work towards further qualifications as required | ✓ | |
| Undertake relevant group induction training on commencement | ✓ | |
| Other | | |
| Commitment to the values of the organisation | ✓ | |
| Driving licence | ✓ | |