

# Tutor (Reach Southwell)



## Job Purpose:

Support a Reach Centre's objectives and contribute to its targets by facilitating a broad range of educational and engaging activities for clients.

## Key Responsibilities:

Plan and deliver classes as agreed with the Day Service Lead.

Manage the set up and clear down for classroom sessions including sourcing materials and equipment.

Support the Day Service Lead in developing a suite of courses on offer on an on-going basis.

Ensure the safety and wellbeing of clients whilst attending the centre.

### Administration

Comply with funding requirements when running courses and processing course paperwork.

Support Centre administrative activities including photocopying, word processing and emailing.

Work at all times in accordance with Centre policies and procedures.

## Other Duties:

Attend required training in Safeguarding, Confidentiality, Health & Safety, Data Protection and any other subjects identified as a requirement for the role.

Access and contribute to supervisions with line manager at agreed intervals.

Report any client, parent or carer concerns to the Day Service Lead in a timely manner.

Attend staff meetings as required.

Communicate effectively with team members, clients and carers.

Keep company equipment safe and report any problems immediately.

## Key Skills/Qualifications:

Team working

Training skills

Course design

Good communication

Be confident to take the lead

Person-centred working and non-judgemental approach

Ability to maintain client confidentiality

Basic Health & Safety

Problem solving to enable resolution of difficulties

English – for written and spoken communication

IT – for use of internet, email, Word and PowerPoint

Ability to work on own initiative

## Personal Attributes:

Drive and commitment

Flexibility and adaptability

High standards

Planning & Organising

Approachability

Empathy