

Summer School Tutor:

Job description

Company description

INSPIRE Training Ltd is a new and fast growing innovative training provider delivering fully funded training and consultancy to businesses, unemployed adults, schools and youth provision within Wales. See more at www.inspiretraining.wales

Job description

To provide skills and positive behaviour training, and facilitate activities for Year 11 learners on our Summer School programmes to keep them engaged throughout the summer period until they progress onto their chosen destinations in either college or sixth form. To provide innovative sessions with dynamic delivery to energise and inspire learners to succeed in their personal and professional lives.

Key duties and responsibilities

1. To provide meaningful training and support enriching activities for learners, including trips and activities. Activities will range from outdoor pursuits, sports, fitness, cinema trips, bowling, employer visits, etc which the lead tutor will support alongside qualified instructors.
2. To deliver classroom based sessions that provide evidence towards employability and personal development and underpinning any relevant qualifications highlighted in their referrals. Engagement units have already been developed such as Confidence Building, Preparation for Employment and Healthy Living.
3. To carry out meaningful assessments and reviews on learners to measure progress and identify actions and training needs.
4. To provide mentoring support to learners.
5. To try and ensure positive progressions for learners leaving **INSPIRE Training**.
6. To carry out any related administrative duties required, enabling the smooth running of the Summer School Programmes liaising with all management and administrative department.

7. To adhere to and promote **INSPIRE Training's** practices and policies.
8. Any other duties as requested by your Manager, which may be necessary from time to time.

Personal and other duties and responsibilities

To develop yourself by attending courses, meetings, training events, workshops and seminars, in order to not only develop yourself, but also the company.

- To demonstrate clear written and verbal communication skills including report writing skills.
- To be highly self-motivated and organised.
- To ensure effective customer care skills.
- A recognition and regard for observing confidentiality.
- The capacity to work as part of a team.
- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display **INSPIRE Training's** values and ethos at all times.

All employees have a responsibility for ensuring they undertake their duties in full accordance with the company policies and procedures.

Equality and Diversity

All employees must ensure equality of opportunity and must not discriminate against learners/employers or potential learners/employers, visitors, colleagues by reason of their age, disability, gender, race, religion or sexual orientation. It is the responsibility of employees to promote equal opportunity and recognition of diversity on behalf of the company throughout the workplace.

Health and Safety

All employees have a legal duty of care to take reasonable care for the health and safety of themselves, and of other persons. All employees have a responsibility to cooperate and report anything that may affect one's health and safety. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

Sustainable Development and Global Citizenship

All employees have a duty of care to promote the seven key themes within the company and to our customers; identity and culture, the natural environment,

wealth and poverty, health, climate change, consumption and waste and choices and decisions.

Welsh Language

Where reasonable to do so, employees are asked to encourage the use of Welsh language in the workplace, and assist the company in developing its Welsh Language Policy.

Job Types: Full-time, Temporary

Salary: £22,000.00-£23,000.00 per year

COVID-19 considerations:

We are adhering to all Welsh Government guidance to ensure we keep all staff and learners as safe as possible.

Please email Gavin@inspiretraining.wales you CV