



JOB DESCRIPTION

POST TITLE: Vocational Skills Tutor

RESPONSIBLE TO: Head teacher

Key Purpose of Job

- To oversee the delivery of the vocational skills program within Talbot House School

SPECIFIC DUTIES:

- Plan and deliver subject areas in vocational skills (including but not limited to hairdressing, motor vehicle, building, brick laying, joinery, horticulture and plastering).
- Deliver appropriate pathways for students.
- Coordinate the delivery of functional skills in literacy and numeracy through the vocational skills program
- Monitor and evaluate the learning delivered
- Work closely with the Head Teacher identify appropriate examining boards
- Liaise with appropriate examining boards and exams officer

Progress and Achievement of Pupils:

- Report progress to school leaders and other agencies
- Carry out observations and assessments as required in order to monitor pupils progress
- Encourage students to interact and work cooperatively with others and engage all students in activities
- Provide feedback to students in relation to progress and achievement
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Support students preparing their portfolios for external verification

Parental Involvement and Community Links:

- At all times maintain professional relationship boundaries with staff and pupils.
- Maintain professional relationships with parents, carers and other community members.
- Support the role of parents and carers in student's learning and contribute to meetings regarding progress and achievements.

Other:

- To support Talbot House Trust's commitment to safeguarding children and promoting their welfare and contribute to the overall ethos/work/aims of the school and overall trust.
- To proactively weave the foundation for the wellbeing of all of our pupils into all parts of school life.
- To be a strong role model for pupils.
- Be aware of, and comply with key policies and procedures, for example, health and safety, lone working, equality and diversity, security, confidentiality, data protection, reporting all concerns to line management.
- Operate as supportive member of the staff by providing support and assistance to other members and attending and participating in team meetings.
- Participate in training, other learning activities and performance development as required.
- To provide information and reports in support of multi-agency meetings as required and promote the development of positive interagency working

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Apply for this job by filling in an application form (you can find this on our website) and forwarding it to hr@talbothousetrust.co.uk. Please also view our safer recruitment policy.

Updated: 06.02.18