

<b>Job Title</b>	<b>Achieve Life Skills Tutor</b>
<b>Reports to</b>	Area Manager (New Meaning Training)
<b>Business Function</b>	Learning Support
<b>Business Operation</b>	Thomley Hall Centre
<b>Location</b>	Worminghall
<b>Number of direct reports</b>	None
<b>Hours of Work</b>	40hrs/week
<b>Rate of pay</b>	£ Negotiable (depending working hours, pro rata £25 - £28,000 pa)
<b>Contract</b>	FTE
<b>Job Reference</b>	TH04001

## **Thomley**

### **Our Vision (What do we want to be)**

We will enhance the lives and experiences of disabled people, their families, and the wider community.

### **Mission (What do we want to achieve)**

We achieve this by providing:

- A lifelong learning and leisure centre for people of all abilities and disabilities situated on the border between Buckinghamshire and Oxfordshire.
- A destination which is preferred by our visitors.
- Friendly, trained, experienced staff who understand our visitors' needs.
- A safe, secure, stimulating, and non-judgemental environment.
- Activities which enhance the lives of our visitors and the wider community by developing confidence, awareness, skills, and social interactions through fun, play and support.

### **Core Values (who do we want to be?)**

- Passionate and professional about what we do.
- Supportive and caring.
- Consultative and collaborative.
- Accountable.
- Believers in quality.

<https://thomley.org.uk/about-us/>

## **New Meaning Training**

New Meaning Training is an alternative education provision helping young people to find their strengths and develop the confidence and skills to earn their own living. Around 250 young people will join one of three programmes this year, many having been referred by secondary schools, pupil referral units and Special Education Needs settings. We currently offer four learning programmes; Achieve, Construction Skills, Work & Study, and BOOST, all of which incorporate functional skills qualifications (Maths and English). Since New Meaning Training opened its first centre in High Wycombe in 2015, the organisation is now supporting young people across Buckinghamshire, Hertfordshire, Warwickshire, West Midlands, and Berkshire.

## **The Achieve Life Skills programme**

The Achieve Lifeskills programme at Thomley utilises our extensive indoor and outdoor facilities and is delivered in partnership with New Meaning Training. The programme offers an entry level course designed to empower and support young people in everyday fundamentals for living life more independently.

The course works towards a Certificate or Diploma in Skills for Employment, Training and Personal Development (SET-PD) as well as English and Maths Functional Skills.

## **Purpose of the role:**

- To enable young people (aged 16-25) to complete the Achieve Life Skill programme at Thomley, gain a recognised qualification in Skills for Employment, Training and Personal Development, and make progress to living a more independent life.

## **Accountabilities and Responsibilities**

### **Key Accountabilities**

- To enable young people (aged 16-25) to complete the Achieve programme at Thomley, gain a recognised qualification and make progress to living a more independent life.

### **Key Responsibilities**

- Work with young people, parents, careers services, Youth Offending Services, Schools, and other referral or partners agencies to enable the young people to complete the Achieve programme.
- Encourage and reinforce to the young people the links between regular attendance, participation & effort, and positive outcome for them.
- To work as part of a team to generate creative ideas to engage young people.

- To work as part of a team to deliver training in Maths and English, Employability Skills and embed British Values.
- To work as part of a team to organise practical life skills training and activities that enable the young people strengthen their independence.
- Encourage and reinforce to the young people the links between regular attendance, participation and effort, and positive outcome for them.
- Complete all administration and assessments to the required standard set out by our College partner (Buckinghamshire College Group) and our Lead Body for qualifications, National Open College Network (NOCN).
- Maintain your own plan of work and ensure all progress trackers are up kept to date.
- Work with your line manager to manage your CPD programme.

Person Specification	
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Understanding of Thomley’s and New Meaning Training vision, mission, and values.</li> <li>• Working knowledge of Microsoft Office and the internet.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the education environment.</li> <li>• Understanding of confidentiality issues and GDPR (General Data Protection Regulation).</li> <li>• Working knowledge of Customer Relationship Management (CRM) products.</li> <li>• A good understanding of current social issues (e.g. County Lines and the impact of COVID on young people and their mental health).</li> </ul>
Abilities	
Essential	Desirable
<ul style="list-style-type: none"> <li>• To communicate effectively to inspire and motivate young people.</li> <li>• To build relationships and work with a diverse range of young people.</li> <li>• To be proactive in identifying and acting on opportunities.</li> <li>• To prioritise and meet deadlines.</li> <li>• To be able to use initiative to differentiate learning styles and learning abilities</li> <li>• To work effectively in a team and independently.</li> <li>• To maintain accurate records.</li> <li>• Collect and interpret data.</li> </ul>	<ul style="list-style-type: none"> <li>• To have the capability to develop the Achieve programme.</li> </ul>
Experience	

Essential	Desirable
<ul style="list-style-type: none"> <li>• Of building relationships with a broad range of individuals and groups.</li> <li>• Of collating information and preparing proposals and reports.</li> <li>• Of managing multiple projects or activities.</li> <li>• Of successfully working towards agreed targets.</li> </ul>	<ul style="list-style-type: none"> <li>• Of working in an educational role.</li> <li>• Of developing programmes.</li> </ul>
Aptitudes	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Commitment to the organisation’s vision, mission, and values (lived experience would be an asset).</li> <li>• Resilience.</li> <li>• Attention to detail.</li> <li>• Willingness to undertake training and mentoring as appropriate.</li> <li>• Commitment to equal opportunities and anti-discriminatory practices at work.</li> <li>• Empathy and high level of personal integrity.</li> </ul>	<ul style="list-style-type: none"> <li>• Organised and self-motivated.</li> <li>• Willingness to work flexibly.</li> </ul>

### Package

- Salary: £25 to 28,000 pa (based on experience and working hours);
- Holiday: 25 days per year plus 8 statutory days;
- Role could be term time only;
- Pension;
- Must have a full UK licence and access to transport.

### Contact Details

If you have any queries regarding this job specification, please contact:

Phone:

David Lett on 07809222436

Andrew Smith on 07596 098539

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