



**Post:** Employability Tutor

**Department:** Himilo

**Reports to:** Quality and Curriculum Manager

**Working Hours:** 15 hours a week

**Contract:** Fixed Term Contract- 3 Months

**Rate of pay:** £22.50 per hour

**Location:** ACH Birmingham, Wolverhampton or Coventry

## About ACH

Our vision is to empower refugees and migrants who reside in the UK to lead self-sufficient and ambitious lives.

ACH is a social enterprise comprised of a diverse group of strategists and researchers led by lived experience. We provide tailored integration services that not only help individuals, but also disrupt the systems that have entrenched inequalities in our society.

We have a track record of delivering effective support services that give refugees and migrants the tools they need to succeed. In 2021 alone, we have helped 1000+ people to achieve their personal goals and lead fulfilling lives in their new country.

By working with us at ACH, you will be supporting refugees and migrants to build a better, brighter future.

## Purpose of job

We are looking for a tutor to support our training delivery as part of the Himilo arm of ACH. The successful candidate will be responsible for the delivery of English courses primarily, though also available to support across a wider range of skills and qualification-based programmes of delivery. This role would be suitable for someone with a Further Education and training background and used to supporting delivery of training contracts.

## Key Responsibilities

### Key Responsibilities:

- To plan, prepare and evaluate high quality course(s) of learning for learners.
- To give subject specialist information, advice, and support to learners as part of teaching duties, including providing learners with advice on progression, either within the contracts or our referral partners.

- To create learning aims, gather and upload evidence, name files correctly and close learning aims in a timely manner;
- To proactively use initial assessments to inform planning and to monitor, mark and assess learners' work and progress and maintain records of this to prepare learners for exams and accreditation;
- To keep learners' records, including initial assessment and Learning Agreement records; Individual Learning Plans and progress records;
- To ensure that quality assurance processes are implemented and robustly complied with;
- To embed Equality & Diversity, British Values into every lesson and comply with Safeguarding, Prevent, and Equality & Diversity Policies and Procedures at all times.
- To ensure continuing professional/curriculum development (CPD) and to participate in training where appropriate and to attend all required meetings;
- To support the Teaching Coordinator in the successful operational management of the curriculum.
- Contact learners on the day they fail to attend.
- Ensure learner surveys are carried out and monitored and exit information is captured at the end of the course.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualification to Level 3 or demonstrable equivalent experience.</li> <li>• Teaching and / or Assessing qualification or commitment to work towards this.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to A level or NVQ Level 3 or equivalent with Maths and English GCSE grade C/ NVQ Level 2 or equivalent qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years' experience within FE/ training sector.</li> <li>• Experience of delivering traineeships and/ or teaching young adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience of developing and contributing to successful partnerships in the public, private and/or voluntary sector.</li> <li>• Proven ability to meet KPI targets.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of FE and other employment intervention programmes including their background and operation.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the personal, societal and systemic barriers to integration faced by refugees and forced migrants.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Practical ICT Knowledge and experience including use of funder-specific CRM systems.</li> <li>• Able to plan and manage workload so deadlines are adhered to.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to plan and manage workload so deadlines are adhered to.</li> <li>• Able to plan, use initiative, prioritise own workload and meet deadlines, maintaining a detailed and accurate approach to work tasks.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Able to deliver confident and persuasive presentations.</li> <li>• Able to communicate clearly and effectively (both written and verbal).</li> </ul>	<ul style="list-style-type: none"> <li>• Able to contribute to the team in a positive way.</li> <li>• Able to work productively with minimum supervision.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to a partnership approach in working to achieve positive outcomes for ACH service users.</li> <li>• A commitment and awareness of Health and Safety issues in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to promoting equal opportunities and diversity in all work practices, employment and partnering opportunities</li> </ul>

## How to apply

To apply please complete our application form by clicking 'Apply today' below.

For an informal conversation or to find out more about ACH or the role, please don't hesitate to contact our People and Culture Manager, Werner Lourens - [werner.lourens@ach.org.uk](mailto:werner.lourens@ach.org.uk).

Due to the nature of this post, an enhanced DBS check will be undertaken for successful applicants, but only with their prior consent. We may close this role early, so please apply ASAP to avoid disappointment