

Lead Tutor - Practical skills

Be part of something that changes lives - including yours



YMCA DERBYSHIRE

Job Description

Key Details

Salary: £28,701.40pa

Hours: 35 hours per week

Location: Based at the Green hub but with duties across Key college sites

The Role In A Nutshell

The job holder will:

- Co-ordinate and deliver the 'Pre supported Internship' programmes for young people with EHCP's to prepare them for progression onto supported internship programmes.
- To oversee and support the programme development and delivery for pre supported internship, supported internship, catering and practical work skills programmes with tutors.
- To be the point of coordination and communication between Key college, DCC inclusion team, outside support agencies, students and carers for pre supported internship programmes.
- To identify a student's personal support needs, strengths, interests, and abilities related to developing their skill and knowledge for effective progression into further education or employment whilst ensuring they are getting the personal health and social care support they need.
- To act as the site coordinator for the Green hub and Marble Hall Key College sites regarding operational day to day support and requirements.
- To follow Key College safeguarding practices and requirements and report as required to the DSL.

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YMCA Derbyshire: Registered office 770 London Road, Derby, DE24 8UT. Registered in England no. 03061837. Charity no. 1049904.

- To support with EHC consultations in a timely manner to support progression onto SI programme for all learners.
- To undertake a case load of IQA activities and support with quality assurance of pre supported internship provision.
- Serve as the central point of contact for all Key College-related activity at the Green Hub centre. Coordinate site operations linked to Key College, including alternative provision, maintain effective communication with stakeholders, and ensure that learner needs, issues, and concerns are identified and resolved in a timely manner.

What You'll Be Doing

For coordination elements of job role –

- Support staff to develop study programmes that meet DFE funding requirements of having;
 - Core qualification
 - Maths
 - English
 - Work experience
 - Health and well being
 - Tutorials and reviews
- Ensuring practical skills programmes provide opportunities that will build transferable skills such as confidence, communication, personal presentation motivation etc. and teach employability skills such as communication, problem solving, teamwork, budgeting and self-advocacy.
- Ensuring that learners receive effective IAG across practical skills programmes and are enrolled and inducted to ensure the best start on their programme.
- Ensure learners with other tutors and careers leads move into supported internships.
- Engage with Key College Management and quality meetings where required leading standardisation activities for practical skills team. Including reporting on progression.
- Providing weekly catchup meetings for practical skills tutors to drive forward quality and standards.
- Mentoring the supported internship tutor to ensure effective programme delivery.

For specific delivery element of job role – 3 days of teaching per week.

- Deliver pre supported internship programmes that stretch and challenge young people to develop their practical skills towards work.

- Delivery English and maths sessions to pre-supported internship learners.
- Maintain student learning plans, setting appropriate long-term goals and short-term targets with students based on participation, skill development, attitude, etc. Review ILPs regularly and record progress.
- Coordinate changes to the programmes based on progress of participants.
- Ensuring student information is correctly established including learning aims, achievement and changes to student information including learner withdraw, transfer and programme completion.
- Plan with students, carers, and support services to determine career interests, specific job preferences (hours, location, etc.), skills and abilities to develop an individualised approach to programme engagement.
- Seek appropriate enrichment activities with the student's interests and skills to broaden their educational experience.
- Ensure details of attendance, punctuality and absence are accurately recorded on college registers and monitor trends and act on these with parents and carers.
- Coordinate with schools in relation to alternative provision (AP) taking place on site at either the green hub or Marble Hall. Ensuring effective quality assurance is in place.
- Support with annual AP quality meetings linked to Green hub and Marble Hall.
- Communicate day-to-day with parents and carers
- Coordinator administrator to support Marble Hall and Green Hub centres.
- Produce reports to parents in line with key College processes.
- Coordinate behaviour meetings with Parents and carers and tutors. Attend appropriate meetings with the local authority and care providers to support with individual needs of the participants across Marble Hall and the Green Hub.
- Liaise with the Local authority regarding learner progress and EHCP needs with support from the SEND and Inclusion Manager in ensuring consultations are completed in time for next steps.
- Develop Personal Profiles with each student to include evidencing of skills attained, wellbeing needs etc.
- Coordinate travel training (when appropriate) on public transport or teach students to be able to access private transport independently.
- Schedule, plan and implement monthly written communication with carers and other parties.
- Determine need for and refer young people to appropriate support services to support their individual needs.

- Develop links with other agencies to ensure effective transition into further education or work.
- **Site coordination element of role –**
- To raise any concerns around the site operations with the relevant site coordinators/ managers.
- To raise concerns around IT and printing with the IT service providers.
- Coordinate communication with schools effectively
With tutors for provision at the Green Hub.
- Ensure the sites have required resources that are in working order.
- Have an overview of health and safety for the sites learning environments.
- Be the primary point of contact for Key College provision linked to the Green Hub centre.

What Success Looks Like

- Positive learners' achievement and assessment outcomes.
- Learners moving onto Supported Internship programmes.
- All learners having SMART targets and objectives in annual reviews which are reviewed effectively.
- Effective teaching that challenges learners to develop the skills, knowledge and employability.
- Positive Learner and parental feedback.
- Learners who are positively engaging in lessons
- Learners who are effectively developing their skills and abilities to support movement to positive destinations.
- Coordinating at team of tutors effectively across practical skills programmes.



Knowledge & Qualifications

Essential

- Teacher training qualification at level 3

- Knowledge of methods of supporting people with wellbeing needs.
- Knowledge and understanding of educational legislation.
- Level 2 in Maths and English
- Working knowledge of safeguarding and prevent.

Desirable

- Teacher training qualification at level 4 or above.
- Proven ability to demonstrate skills and experience in providing quality support in an educational setting.
- Working knowledge of safeguarding and Prevent.



Skills

Essential

- Proactive and self-motivated with a can-do attitude.
- Confident and capable communicators with the ability to inspire, engage, enhance learning and provoke thoughtful reflection.
- Ability to work professionally and courteously with a range of customers both internal and external to include, staff, volunteers, Board members and Directors.
- Ability to work with young people with a range of SEN requirements and manage EHCP requirements.
- Ability to work with students and carers to support effective resolution of challenge that may arise.
- Ability to deal with behavioural difficulties should they occur.
- Understanding and use of a range of methods for achieving positive results with people and knows when to challenge and when to support.
- Able to build strong relationships with professionals in other organisations.
- Strong team player who can support and challenge and guide colleagues when appropriate.
- Excellent planning and organisation skills, with the ability to manage several competing tasks at the same time.
- Excited by developing and implementing new ideas to improve the service.

- Excellent interpersonal skills and written and oral communication skills
- Ability to produce written material of a good standard, including minutes, reports, letters.
- Ability to manage multiple priorities
- Accuracy and attention to detail



Experience

Essential

- Working with young people and encouraging them to achieve and progress.
- Developing and leading a programme of activity.
- Working with SEND learners aged 16 to 24.
- Multi-agency working.
- Proven ability and experience in establishing and maintaining effective filing and administration systems and office procedures
- Understanding of the need for confidentiality and discretion at all times and a sound knowledge of Data Protection.
- Proficient in using Microsoft Office including Word, Excel, Powerpoint, Databases and Outlook
- Experience of managing day to day operations to support project delivery.

Desirable

- Quality assessment.
- Providing support and supervision to staff.



Terms & Conditions

What You'll Get	The Formal Bits
• 33 days holiday (including Bank Holidays)	• 35 hours per week

• Pension auto-enrolment after 3 months • A role where your work genuinely changes lives • Supportive team and meaningful work every single day • People celebration event each year. (Celebrating our Peoples Achievements) • Recognition initiatives such as employee of the year and star of the quarter • Met Life EAP for you and online doctor for you and your family. • Life Assurance 2 times your annual salary • Christmas/ Easter and Quarterly Treats • Your Birthday off every year • Long Service rewards • Training and Development • Wellbeing initiatives • Subsidised Costco card	• Subject to two references, Enhanced DBS, and 6-month probation • Required to work within YMCA Derbyshire policies and procedures • Committed to equality, diversity, and inclusion in all we do
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About YMCA Derbyshire (Why This Role Matters)

This is an exciting opportunity for you to join YMCA Derbyshire, a vibrant local charity that focuses on the following key areas of work:

- **Housing** - We provide over 200 bed spaces for individuals to support people to rebuild their lives we do this by creating a safe, stable environment where they can learn, grow and realise their potential, regardless of their past or present circumstances. Alongside this we provide affordable housing for young people.
- **Family and Youth Work** - We provide high-quality early years childcare and education services through our nurseries, before and after school clubs, holiday clubs and in schools education services. Family Support and Youth Work services are also available through our Community Hubs.

- **Support, Advice, Health, Wellbeing** – We offer a wide range of community services, including youth programmes, mental health support, horticultural activities, poverty relief through food provision, community pantries, and access to warm, welcoming spaces.
- **Training and Education** - Through YMCA Key College, we offer vocational training, work experience and employment pathways for young people who find mainstream education challenging. We also offer a range of bespoke employability programmes.

Everyone should have a fair chance to discover who they are and what they can become.

Our Vision

Enabling young people and communities to thrive — to fulfil dreams, belong, grow, and prosper.

Our Mission

To develop the whole person: body, mind, and spirit.

Our Values (1 Corinthians 13:4–7)

Protect | Trust | Hope | Persevere

Together, we create places where people flourish.

Equality and Diversity Statement

YMCA Derbyshire is committed to promoting equality and diversity in all aspects of its operations. We value and embrace individual differences and believe that everyone should be treated with respect and dignity. We welcome people from all backgrounds, irrespective of age, disability, gender, race, religion, sexual orientation, or any other characteristic.

Safeguarding Matters Here

Safeguarding is central to everything we do. We're looking for someone who shares that commitment and puts the wellbeing of young people first, always.

Ready to Apply?

If you want an education role that's about more than school — it's about people — we'd love to hear from you.

Apply online at www.ymcaderbyshire.org.uk