



Independent Living Tutor

Location:	Share Clapham Junction, 64 Altenburg Gardens and Share Brixton, 336 Brixton Road.
Hours:	28 hours a week (Tuesday - Friday) – You will receive a 1 hour unpaid lunch break.
Contract:	Permanent
Salary:	£31,611 pa pro rata (actual salary: £25,288) plus 5% pension contribution
Line Manager:	Independent Living Skills Coordinator

The role

The Independent Living Tutor teaches non-accredited training in life skills. All sessions are delivered to adults, most of whom have learning disabilities and/or autism.

The purpose of this role is to teach and engage with our students, to give them the skills they need to take that next step in their lives and support them to live more independently. You'll also make use of community resources by enabling learning to take place outside of the building where possible. You'll be responsible for planning, delivering and evaluating the day, as well as providing feedback on student development and wellbeing. You will need experience in preparing portfolios of students work for presentation during our students' awards day.

The role will consist of four days. Two days will be teaching the Independent Living Skills class, one day will be leading an Out and About group, and one day will be teaching a Digital Life Skills class.

Who we are looking for

Our ideal candidate would have experience of working as a tutor, delivering courses to adults with additional needs. You'll have a strong commitment to the inclusion of disabled people in all aspects of life. You'll need to be an energetic people person, be able to use your initiative to problem solve and think on your feet. You'll need to be a committed practitioner, who will want to attain the highest standards in teaching and learning throughout their role.

Main Responsibilities

- To develop, plan, and deliver a curriculum of activities to support the students' learning goals and social development, delivering sessions both inside and outside of our training centre.
- To maintain a record of daily activities to support framework, including reviewing and recording the students' progress on a monthly basis, and maintaining computerised student records.
- To enable fair assessments of students' learning needs.
- To use an initial assessment to support planning and delivery to a cohort of learners.
- To develop and source resources suitable for delivery to adults with additional learning and communication needs.
- To work as a collaborative member of the Share team.
- To work at all times within a framework of equality of opportunity and in a way that values each student.

- To undertake any training that may be required in order to fulfil the role as effectively as possible including courses to update knowledge in vocational training and Safeguarding of Vulnerable Adults.
- To attend and take part in Share staff meetings, 1-to-1 meetings, organisational events and external events as required.

Person Specification

Essential Experience

1. Experience of providing training to adults with additional needs, helping them to achieve qualification outcomes that have been identified through person centred planning.
2. Experience of using Microsoft Office programmes and being a confident user of digital technology.
3. Experience of developing learning plans and devising tutorials and learning materials appropriate to the needs of the student group.
4. Experience of managing a busy and varied workload and the ability to work with minimal supervision.
5. Experience of working within a diverse community, implementing equal opportunities policies.

Essential skills

1. The ability to motivate and empathise with disabled people and those facing long term health problems.
2. Excellent interpersonal skills and the ability to relate positively and in a non-discriminatory way to people from a range of backgrounds and communities.
3. The proven ability to develop differentiated training resources and tutorials that meet a wide range of needs, and that takes into account students' different learning styles.
4. Good written English and numeracy skills and the proven ability to write clear reports and lesson plans.
5. Excellent organisational skills, including the proven ability to manage day to day administration and keep up to date the paperwork and computer files relating to students' portfolio development.
6. The proven ability to explain tasks and procedures clearly and simply.
7. The proven ability to work as part of a small team.

Essential Knowledge

1. Knowledge of current best practice in teaching and learning, and particularly in the areas of numeracy, literacy and independence.

Personal Qualities

1. A strong commitment to the inclusion of disabled people in all aspects of life, including employment.
2. Personal flexibility and the ability to work in a way that is adaptable and focused on the needs of each individual student.
3. The ability to solve problems creatively and manage stressful situations.
4. A strong commitment to working with people from a wide range of ethnic and cultural backgrounds.
5. A strong interest in developing your own personal and professional skills.
6. Good sense of humour

Desirable Experience, Skills and Knowledge:

1. Knowledge of working with adults with complex disabilities.
2. Experience of delivering accredited units and/or full qualifications

How to apply

We actively encourage applications from people from minoritised ethnic communities and with lived experience of a learning disability and/or autism. This is because we believe our staff should reflect the diversity of our student body wherever possible in order to provide the best possible service.

Please send us your CV and a cover letter. In your letter, please tell us:

1. What is your experience of supporting adults with disabilities, either in a personal or professional capacity?
2. What is your understanding of challenging behaviour?
3. How would you use digital technology to increase independence in our student's day-to-day lives?

Please also complete our equal opportunities form, which you can download from the job advertisement page on our website. Please send us the three documents to hadmin@sharecommunity.org.uk.

If you would like to have chat about the role or visit us prior to applying, please contact a member of the HR team at hadmin@sharecommunity.org.uk.

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment, and if you make it to interview stage, some questions will be sent in advance. All disabled applicants who meet the minimum criteria will be offered an interview.

This job is subject to two satisfactory references, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please contact us on 020 7924 2949.

Our privacy policy for job applicants can be found here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>

We look forward to receiving your application

