YOUNG LEWISHAM PROJECT

124 Kilmorie Road

 Forest Hill

London SE23 2SR

Website: [www.younglewisham.org.uk](http://www.younglewisham.org.uk)

Email: info@younglewisham.org.uk

 Tel/Fax: 020 8291 9771

**Job Description**

POST TITLE: Project Tutor (Motorbike Mechanics, Music Production/Digital Media, Carpentry)

PROJECT: Young Lewisham Project

LOCATION: SE23 2SR. Forest Hill, London. May be off site.

HOURS: 35 hours a week flexible around needs of the service

SALARY: £28,377 – £35,947 dependant on experience and qualifications/skills

CONTRACT: Ongoing dependant on funding

**Overview:**

Staff are expected to work both independently on their own initiative and as part of a team supported by and offering support to young people and their colleagues. The Project Tutor will be expected to contribute to staff meetings, supervision with their line manager and end of session reviews. Staff will also be expected to attend relevant training.

The Project Tutor will be involved in youth work practice, tutoring young people in their appropriate field, organization of recreational activities, and will undertake face to face teaching. The nature of the work requires a flexible, positive, creative, young person centred approach.

**Accountability:**

The Project Tutor is accountable to the Workshop Lead in the first instance and then the Operations Manager. The Managing Director and the Management Committee of the Young Lewisham Project has ultimate responsibility for all Project Employees.

Daily responsibilities will differ depending on the group(s) the Project Tutor is working in and the young people who are attending and these will be outlined in specific personal work plans (to follow). They may work in more than one area of the project, as such, individual and generic specifications can be referred to.

**Main Duties:**

The Project Tutor is responsible for the young people in their charge. The needs, requirements, safeguarding and safety of the young people we work with are our primary concerns.

The Project Tutor will support young people to learn, develop and achieve while they are at the Young Lewisham Project.

Ensure the provision of an enjoyable, varied, interesting and challenging training programme for young people.

Manage challenging behaviour of students alongside the other staff at the YLP. Staff are expected to follow the staff code of conduct and behaviour management policy.

**Duties:**

* To develop and deliver a structured training programme and related activities, teach the course content and assess young people’s work as part of the accreditation process as appropriate.
* To administer all aspects of any qualification requirements pertaining to the programme they are working on as regards to Outcome Star and OCN qualifications frameworks. The project manager will oversee and support this. The admin assistant will support this.
* To offer individual advice/guidance, information, personal support and counselling where appropriate and offer support in their efforts to seek employment, training or further education and maintain resources to facilitate this.
* To complete end of session review form and ensure that any monitoring information for reporting to funders is captured and delivered in a timely and efficient manner.
* To positively challenge sexist, racist and homophobic attitudes and those which may discriminate against people with a learning or physical disability.
* To ensure your availability to attend regular supervisory/support meetings with your line manager, attend staff meetings and relevant training as appropriate.
* To take shared responsibility for the correct use of the premises and equipment with regard to personal welfare in respect of Health and Safety on and off site. To keep workshops tidy and fit for use.
* To adhere to the policies of the Young Lewisham Project.
* To take part in and on occasions lead off-site activities and residential trips. This includes the planning and supervision of off-road riding trips, if relevant to the role.

**GENERAL:**

In carrying out the above role, the post holder will:

* Hold a current enhanced DBS certificate to be renewed every three years.
* Have qualifications and/or previous experience in the project area they are working.
* Previous experience in a role working with young people - Particularly those with additional needs or challenging behaviour
* Adhere to and ensure the implementation of Young Lewisham Project’s organisational policies and procedures within their role.
* Adhere to Health and Safety protocol and procedures in line with the nature of the role.
* Be fully committed to the active promotion of the Young Lewisham’s Equality and Diversity Policy.
* Seek to improve his/ her own performance and be committed to continuous professional development.
* To act as an ambassador for the Young Lewisham Project, upholding and promoting our organisational values and ethos.
* The post holder will undertake any other duties of a similar nature, which are commensurate with the grade and seniority of the post.