

Schools Construction Tutor

Contract term: Permanent, full-time

Hours: 37 hours

Location: ACT Schools, Cardiff & ACT Schools, Caerphilly

Salary: £29,000 (£27,500 per annum – unqualified tutor) rising to £34,000 per annum (subject to PGCE or equivalent)

If you would like to work for an organisation that holds 3-star accreditation with Best Companies demonstrating extra-ordinary levels of staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last seven consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!

Who we are:

As Wales's largest Training Provider, ACT provide a wide range of training programmes and qualifications including JGW+, Apprenticeships, Higher Apprenticeships and Schools provision across 30 different sectors throughout Wales.

ACT is all about people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

What you'll do:

We are looking for a passionate individual who is keen to support learners who encounter challenging behaviours, under an alternative vocational curriculum provision, within ACT Schools. You will be enthusiastic and patient and will have a full understanding of behavioural, emotional and social difficulties (BESD).

You will be expected to plan and deliver high quality teaching, learning and assessment in line with ESTYN requirements. You will be responsible for the delivery of our construction curriculum to group sizes of approximately 8, 13 – 16-year olds, who have been referred to us, due to either having been or are at risk of being excluded from mainstream education, who are school phobic or are classed as vulnerable or who require a more practical approach towards their education. The successful candidate will be able to deliver the level 1 City and Guild Construction Skills qualification whilst also working towards expanding our construction curriculum to cater for future level 2 provision.

The post fits within the ACT Schools team. The role is based in both ACT Schools in Cardiff and Caerphilly, reporting to the Schools Vocational Manager.

ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards
- Complimentary tea and coffee

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- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

What you are responsible for:

- Establish a safe, inclusive and purposeful learning environment which allowing learners to feel safe and sufficiently confident to make an active contribution to learning and ACT Schools
- Behavior manage classroom/cohort constructively by establishing and maintaining a clear and positive framework for classroom discipline, in line with ACT Learner Standards and the Schools' Behaviour Policy
- Challenge instances of poor or disruptive behavior both inside the classroom and in recreational areas using appropriate de-escalation techniques which may include physical intervention
- Manage the learning of individuals and groups effectively, modifying teaching appropriately to suit the stage of the lesson and the needs of the learners therein, provide opportunities for all learners to achieve their full potential
- Plan and develop engaging lesson plans and detailed schemes of work which adequately stretch and challenge the learners.
- Develop the construction skills of all learners, making the subject accessible and engaging, in order to prepare them for success and future progression in the construction industry.
- Ensure robust monitoring of learner progress is in place, being able to quantify progress made, utilizing the SIMS system to track learner attendance, progress and behavior.
- Deliver challenging, well-organised lessons and sequences of lessons using an appropriate range of teaching strategies and resources, including online/e-learning, meeting learner needs and taking count of diversity, equality and inclusion

- Make effective use of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learner progress and attainment
- Know the assessment requirements and make arrangements for the subjects/curriculum areas they teach; including those relating to public examinations and qualifications
- Follow and adhere to quality assurance process/procedures
- Liaise with Schools Vocational Co-ordinator and provide progress reports for cohort of learners
- Reporting instances of positive work as well as areas of concerns relating to learner progress to the parent/carers with approval from the Schools Vocational Co-ordinator.
- Be responsible for reporting safeguarding concerns to the Schools Vocational Co-ordinator in accordance with ACT's safeguarding policy, using the MyConcern system effectively.
- To provide professional, detail reports in relation to incidents that occur within the provision, including the reporting of damage.
- Be actively involved in the supervision of learners during break and lunch times
- Arrange off site visits relevant to subject are where required, ensuring all risk assessments are completed.
- To adhere to and promote ACT's environmental and sustainability practices
- Responsible for adhering to all GDPR (General Data Protection Regulations) legislation in respect of all learners, clients and colleagues.
- Any other duties as requested by your Manager, which may be necessary from time to time.

Personal and other duties and responsibilities:

- Demonstrate dignity, courtesy and respect towards others.
- Critically reflect on own values, knowledge and skills to improve learning.



- To actively keep updated with the company's services and programmes.
- Maintain CPD by attending training events, courses, meetings, workshops and seminars to keep abreast of subject/vocational area to not only develop yourself but also the company.
- To demonstrate clear written and verbal communication skills including report writing skills.
- To be highly self-motivated and organised.
- To ensure effective customer care skills.
- A recognition and regard for observing confidentiality.
- The capacity to work as part of a team.
- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display ACT core values at all times

Person Specification

What we are looking for:

	Assessment Method	Essential	Assessment Method	Desirable		
Experience	A	Application/ Interview	Experience of working with challenging, disengaged learners.	A	Application/ Interview	
	B	Application/ Interview	Experience of delivery of construction skills to 11-16-year olds.			
Qualifications & Knowledge	A	Application/ Certificate verification	PGCE or equivalent or be willing to work towards a professional teaching qualification.	A	Application/ Certificate verification	
	B	Application/ Certificate verification	Multi Skilled Certificate in construction and a level 2 or above in a specialised trade.			
	C	Application/ Interview	Experience/knowledge of learners with specific educational needs, i.e. ADHD, Dyslexia			
Skills & Attributes	A	Interview	Creative and passionate for training/learning	A	Interview	Welsh speaker
	B	Interview	Ability to develop others			
	C	Interview	Proven track record of meeting targets			
	D	Interview	Excellent written and verbal communication skills			
	E	Interview	Well organised			
	F	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel			
	G	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	H	Interview	Team player with ability to work on own initiative			

	I	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
Personal Qualities	A	Interview	To uphold ACT Values			
Other	A	Interview				

Have you got what it takes?

<https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=21862-92E2D3DB-FD05-43D7-AB20-C5FBE85C589F>

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