**Part 1: Job Description**

**Part 2: Person Specification**

**Title:** Teacher / Tutor of Maths / ICT

**Date:** September 2017

**Part 1: Job Description**

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| 1. **Purpose:**

To assist young people to gain relevant education, experience and qualifications to finish their mainstream education in an Alternative Education Setting in line with EANI Service Level Agreement and DE EOTAS Guidance (Sept 2014). The Pathways Project delivers a full-time Alternative Education Provision (AEP) to young people in Year 11 and Year 12 in the Belfast Region. Your role will be to effectively re-engage service users in the learning process within a strong pastoral care environment. You will be required to lead and deliver Maths and ICT at both an accredited and non-accredited level, including the design deliver and internal moderation of The Prince’s Trust PDE programme up to diploma level. |

**2.0 Group:** Extern Northern Ireland

**3.0 Directorate:** Service Directorate

**4.0 Responsible To:** Project Manager

**5.0 Location:** Belfast

**6.0 Hours of Work:** 15 hours per week (Flexibility Required)

**7.0 Salary** Grade 5 £21,618 per annum pro rota

**10.0 Functional** Young People & Families

 **Responsibility:**

**11.0 Responsible for:** Delivery of direct services to service users.

**12.0 Direct Reports:** Curriculum Coordinator

**Service Users**

* Carry out initial assessment of service user’s learning stage.
* Development of appropriate service user plans e.g. Individual Educational Plans.
* Facilitate and participate in individual work with service users.
* To design, implement and evaluate appropriate subjects in the curriculum up to and including level 2 Essential Skills / GCSE.
* Assist in the supervision of young people within the Project and on outside trips, activities etc.
* To assist in the relevant accreditation and exams administration.
* To assist and contribute to the overall development of the project.

**Risk Management**

* Contribute to service users risk assessments and continually review and amend as and when required.
* Follow necessary risk management and H & S requirements.
* Adhere to safeguarding procedures and relevant external standards.

**Communication (Internal & External)**

* Multi-agency and multi-disciplinary working.
* Attend and participate in internal and external meetings as required and act as advocate for service user when appropriate e.g. EWS, School, Social Services, YJA.
* Develop and maintain appropriate professional relationships with Services Users, colleagues and stakeholders.
* Liaise with parents/carers and appropriate relatives.

**Recording**

* Ensure compliance with necessary recording requirements and responsibility for accurate and timely completion e.g. SID, service user files, case notes.
* Complete individual reports in a timely manner at an acceptable standard.
* Operate SIMS system through C2K Programme.

**Supervision**

* In conjunction with senior staff, assist in the supervision, management and training of new staff, bank staff and volunteers.

**Training**

* Responsible for keeping abreast of current legislation and Extern’s policies and procedures, and attend appropriate training as and when required.

**Health & Safety**

* Adhere to Extern’s Health & Safety Policies and Procedures e.g. Lone Working Policy, Guardian 24.

**Part 1: Job Description**

**Part 2: Person Specification**

**Title:** Teacher / Tutor of Maths / ICT

**Date:** September 2017

**Part 2: Person Specification**

**PERSON SPECIFICATION**

**Essential Criteria:**

* Recognised Teaching Qualification
* Ability to teach Maths up to and including Level 2 /GCSE Level
* Ability to teach ICT up to and including Level 2 /GCSE Level
* Be registered or in the process of registering with NISCC.
* Ability to demonstrate in application form/at interview - communication skills written and verbal/non verbal
* Ability to work to deadlines
* Ability to work on own initiative, re-prioritising as required.
* Capable of working as part of an effective team and to relate well with young people
* Good interpersonal skills
* Experience of handling issues with sensitivity and confidentiality
* 2 years’ experience of delivering structured/accredited training to young people
* Computer literate

**Desirable Criteria:**

* An understanding of the work of Community Based Education Providers.
* Experience in extra-curricular education.

**NOTE**

**This position is subject to an Enhanced Access NI check. Copies of the relevant policy on the recruitment of ex-offenders as well as the Access NI Code of Practice are available on request. Please note that having a criminal record will not necessarily be a bar to obtaining a position with EXTERN.**