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| Job Description – Employability Tutor |
| **Title:**  Employability Tutor – **TERM TIME ONLY**(1-year fixed term, with potential extension subject to funding) |  | **Reference:** Employability Tutor / Fixed Term /25 |
| **Reports to:** Head of Operations and Development |  | **Responsible to**: CEO |
| **Base:** Newry |  | **Hours** 22.5 hrs per week  |
| **Benefits:*** **Basic salary:** £27,000.00 Pro-rata
* **Pension:** 6% employer’s salary contribution (subject to conditions)
* **Annual Leave:** 25 days per annum + Statutory Holidays (pro-rata for part-time posts)
* **Allowances:** Travel Expenses will be paid according to Bolster Community rates (subject to conditions), Health Cash Plan (subject to conditions)
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| Purpose of Post: |
| **Bolster Community**, in collaboration with **St Paul’s High School, Bessbrook**, is delighted to deliver an innovative new programme designed to prepare young people with intellectual disabilities for apprenticeship opportunities. This comprehensive approach provides academic support, employability training, and personal development, ensuring participants follow a seamless pathway of support from school to the workplace.St Paul’s High School will focus on academic skills development, while Bolster Community will provide employability training and personal development support outside the classroom. Both partners have strong networks of supportive employers, with whom we will collaborate to create tailored work experiences for young people. Additionally, both organisations will advocate for inclusive workplaces, providing training and resources to employers to ensure accessibility and success for participants.The Employability Tutor will play a pivotal role in delivering a wraparound service to address the broader needs of participants, including:* **Employability Skills Training** – Delivering workshops on CV writing, interview techniques, teamwork, and workplace readiness.
* **Confidence & Resilience Building** – Providing mentoring and coaching to help participants overcome barriers, build self-confidence, and develop emotional resilience.
* **Work Experience Coordination** – Liaising with local employers to arrange meaningful and supportive work placements that match participants’ abilities and aspirations.
* **Parental Engagement** – Offering guidance and resources to families, ensuring holistic support for young people transitioning into apprenticeships.

This integrated approach ensures that all aspects of a young person’s preparation for apprenticeships are addressed, combining the academic expertise of St Paul’s High School with Bolster Community’s experience in personal development. By working closely with both partners, employers, and families, the Employability Tutor will play a vital role in empowering young people with intellectual disabilities to access and thrive in apprenticeship opportunities. |
| Key Duties and Responsibilities: |
| **Support for Young Adults with Intellectual Disabilities*** Develop individual transition plans outlining pathways to employment, further training or apprenticeships.
* Design and adapt lesson plans and resources to meet diverse learning styles, ensuring content is tailored to individual needs.
* Guide learners through OCN accredited qualifications and portfolio completion, providing ongoing support and preparing them for final assessments.
* Provide individual and group coaching to help participants build confidence and essential employability skills.

**Employer Engagement & Work Placement Coordination*** Build strong relationships with local employers to secure work taster sessions and placements.
* Guide employers in understanding inclusive hiring practices and reasonable adjustments for employees with intellectual disabilities.
* Act as the main liaison between participants, families, employers, and educational partners, ensuring smooth transitions into workplace environments.

**Programme Delivery & Administration*** Manage contractual paperwork and ensure compliance with auditing requirements.
* Keep accurate records of participant progress, attendance and achievements in line with reporting requirements.
* Work collaboratively with colleagues and external partners to ensure project targets and KPIs are met.

***General Requirements*** The post holder will be required to:  1. Undergo pre-employment checks, including an Access NI check, in line with our safeguarding procedures.
2. Ensure the Bolsters policy on equality of opportunity is promoted through his/her own actions and those of any staff for whom he/she has responsibility.
3. Co-operate fully with the implementation of the Bolster Community Health and Safety arrangements, reporting any accidents/incidents/equipment defects to his/her manager, and maintaining a clean, uncluttered and safe environment for members of the public and staff.
4. Adhere at all times to all Bolster Community policies/codes of conduct, including for example:
	1. Smoke Free policy
	2. IT Security Policy and Code of Conduct
	3. standards of attendance, appearance and behaviour
	4. Safeguarding

 1. Contribute to ensuring the highest standards of environmental cleanliness within your designated area of work.
2. All employees of Bolster Community are legally responsible for all records held, created or used as part of their business, including clients, corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000 the Environmental Information Regulations 2004, the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Employees are required to be conversant with the Bolster Community policy and procedures on records management and to seek advice if in doubt.
3. Take responsibility for his/her own ongoing learning and development, in order to maximise his/her potential and continue to meet the demands of the post.
4. Represent Bolster Community’s commitment to providing the highest possible standard of service clients and members of the public, by treating all those with whom he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.
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| This Job description is neither exhaustive nor exclusive and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. It will be subject to review depending upon operational requirements and staffing levels |