

## Fairfield Farm College Job Description and Person Specification

Job title: <b>Independent Living Skills Tutor</b>	
Work base: <b>Fairfield Farm College, Dilton Marsh</b>	Team: <b>Education</b>
Hours of work: <b>Full time – 36.25 hours per week</b>	Salary: <b>£26,578.50</b> (possible uplift for lead post)

### 1. Safeguarding

Fairfield Farm Trust is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Farm Trust agreed child and adult protection procedures will be followed.

### 2. Job context and purpose

Fairfield Farm Trust is a charity whose primary business is an Independent Specialist College, providing day and residential courses to young people with learning disabilities in Dilton Marsh, Westbury. The Hope Nature Centre, Southwick, Trowbridge is a café and animal park offering work experiences and opportunities for young people and adults with learning disabilities.

Following significant renovation, the farmhouse of the Trust founder has been converted into a state-of-the-art Independent Living Centre on the grounds of the college and will deliver our Independent Living Programme to prepare young people for transition to adulthood.

With increasing numbers of young people remaining in the family home, the Independent Living Centre offers young people an opportunity to develop a range of life and independence skills to encourage and support their individual progress and development. It focuses on the young person's Education, Health and Care Plan (EHCP) and develops a personalised and tailored project-based approach to learning. This role will focus on supporting young people to prepare for transition out of the college with a focus on developing skills to be more independent in their chosen community including; travel training, cooking, maintaining a home, budgeting, accessing community facilities, awareness of social, health and wellbeing.

This role may include sessions delivered after the college day, but this will be agreed with the post holder in advance and reflected in the weekly teaching timetable.

You will be able to demonstrate experience of teaching young people with learning disabilities in a range of settings.

You will have experience of working with a range of young people and be able to demonstrate highly skilled and creative learning opportunities that are differentiated.

You should have a track record of achieving excellent outcomes in teaching. You must be able to lead and develop the curriculum area in line with latest government policy. You will be responsible for evidencing learner progress and outcomes.

Additionally, you will be self-motivated and be able to work independently and prioritise workload. You will work as part of the Education Team which consists of teaching and learning support staff. The post reports to the Deputy Principal.

Your holiday entitlement will be 50 days per annum pro rata (to include bank holidays) and should be taken in college holiday periods.

There is a pension scheme available for eligible staff.

All staff are required to have a clear DBS check prior to starting work at the college.

### **3. Main duties**

1. To prepare, deliver, and evaluate an Independent Living curriculum as part of students core programme at college.
2. To teach a range of independence and life skills subjects to groups of students that have a range of learning disabilities. This includes the production of associated planning, target setting and tracking.
3. To carry out administrative and recording tasks related to the curriculum area, in line with college quality policy and procedures.
4. To assess students who are on admissions placements in line with college admissions policy and procedures.
5. To support young people in their planning of aspirational living outcomes from college and beyond.
6. To develop appropriate teaching and learning materials and resources to support learning within the specific curriculum area.
7. To develop and ensure appropriate assessment of students' work in accordance with college and awarding organisation standards.
8. To keep abreast of new developments in the subject area including links to employment and ensure that the delivery of the subject reflects current industry practice.
9. To be responsible for recording and monitoring student start points and student progress throughout the programmes of study delivered, via college systems and processes.
10. To be responsible for student outcomes across the curriculum area including success, retention and achievement outcomes.
11. To work as part of a multi-disciplinary staff team to ensure that students gain the maximum benefit from their programme of study at the college.
12. To be part of the delivery team offering students the opportunity to participate in extracurricular and enrichment activities including delivery of holiday workshops.
13. To act as personal tutor for a group of students in line with requirements of the college tutorial policy.
14. To work at all times within the framework provided by the Trust's policies and procedures.
15. To be fully conversant with and implement the college's Safeguarding policy and procedures to ensure the health, safety and welfare of all learners and staff.
16. To attend staff meetings and mandatory staff training and development days to ensure that the college continues to maintain the standards required by its various funding bodies.
17. To liaise effectively with managers and staff across the Trust to ensure that a high-performance culture pervades the organisation and underpins the values and aims of the organisation.
18. To liaise with non-teaching staff for record keeping particularly linked to student tracking and budgetary and financial aspects of the curriculum area.
19. To work with the Care Leadership Team on transition to residential packages.
20. Work with managers to ensure that policies and procedures are regularly updated and meet the needs of the organisation.
21. Any other duties which may reasonably be requested.

#### **4. Supervision/management of people**

Not applicable

#### **5. Contacts and relationships**

The post holder will report to the Deputy Principal.

#### **6. Information technology**

Daily use of electronic devices and computers which will require excellent ICT skills. This will include using, Microsoft Office packages (Word, Excel, Access, PowerPoint, Publisher, Outlook) SchoolPod (MIS), web-based software, smart boards and interactive learning tools.

#### **7. Financial responsibility**

The post holder will have direct responsibility for the resources budget for the curriculum area.

The post holder must always ensure effective use of resources and value for money is secured for the college.

#### **8. Health and Safety**

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions. You will be responsible for risk assessing, reviewing and monitoring all aspects of your work.

#### **9. Equality and Diversity**

All staff are required neither to discriminate against nor harass or victimise: colleagues, suppliers or third parties at work. All staff are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

#### **10. Records management**

All staff are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information. You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy, and promptly reporting all breaches, or potential breaches of security to the Principal.

## 11. Other duties

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.

## 12. Authority to work in the UK

You must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen.

## 13. Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
<b>Qualifications or equivalent level of skill or knowledge</b>	<ul style="list-style-type: none"> <li>Recognised post 16 full teaching qualification e.g. PGCE, Cert Ed</li> <li>Subject based qualifications to at least level 3</li> </ul>	
<b>Experience of</b>	<ul style="list-style-type: none"> <li>Delivering independence and life skills to young people</li> <li>Differentiating and adapting learning for young people to maximise engagement</li> <li>Working with young people with learning disabilities</li> <li>Setting and reviewing targets and progress</li> <li>Using MIS systems linked to setting, monitoring and tracking learner progress and outcomes</li> <li>Working within the requirements of funding/monitoring bodies in residential specialist colleges e.g. Ofsted and CQC</li> </ul>	The statutory EHCP reporting process
<b>Management of people</b>	<ul style="list-style-type: none"> <li>Ability to offer guidance and support to other staff members</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>To be highly personable with excellent communication skills</li> <li>To be self-motivated and an enthusiastic self-starter with an entrepreneurial outlook</li> <li>To show an understanding of the importance of working within strict Health and Safety guidelines</li> <li>Ability to work as part of a multi-disciplinary team and on own initiative</li> <li>To have a clean, full driving licence and a willingness to drive college vehicles</li> </ul>	

<b>Personal qualities and motivation</b>	<ul style="list-style-type: none"> <li>• To be honest, trustworthy and reliable</li> <li>• Highly motivated and able to motivate others</li> <li>• Able to work with a variety of colleagues and clients from different professions and backgrounds</li> <li>• A willingness to undertake further professional training if required</li> </ul>	
<b>Literacy, numeracy and IT</b>	<ul style="list-style-type: none"> <li>• Level 3 or equivalent in English and Maths</li> <li>• ILT literate</li> <li>• Good written and spoken English</li> </ul>	
<b>Language (English or other languages)</b>	<ul style="list-style-type: none"> <li>• Good written and spoken English</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Displays a commitment to the protection and safeguarding of young people and registered with appropriate professional and safeguarding bodies</li> </ul>	

The closing date for this post is **Thursday 29<sup>th</sup> October 2020 at midnight.**

Interviews will take place on **Thursday 5<sup>th</sup> November 2020.**

The successful applicant will ideally take up the post from January 2021 (or earlier if possible).

***Interviews will adhere to Government guidance on social distancing.***

Please note that we will not accept CVs. All applications must be made via an online application form available on our website [www.ffc.ac.uk](http://www.ffc.ac.uk)

We reserve the right to close the advert early if sufficient applications have been received.

***Fairfield Farm Trust is an Equal Opportunities employer.  
A charity for the advancement of education for young people with learning disabilities.***

This job description and person specification created October 2020 by Dr Graeme Athey.