Job Description – PSD Tutor

Title PSD Tutor

Reports to Hub Manager

Based at Communication Specialist College - Doncaster

Hours of work 37hrs per week

**PURPOSE OF THE ROLE**

The PSD Tutor carries significant responsibility for leading, developing and

contributing to the development of the College and in particular the role assigned.

The post holder will deliver a high quality provision by raising the standards of

learner achievement within the curriculum.

The post holder will create an effective high quality person centered learning, support

and teaching environment by ensuring learners needs are met whilst developing and

enhancing the learning, teaching and support practice of others. The post holder will

ensure that learners receive optimum support in order to help them achieve, stay on

programme and become more confident and independent individuals.

In addition to the particular duties listed below, the post-holder will take responsibility

for certain cross-College aspects of work in the College. The precise nature of these

duties will be determined through discussion with your Hub Manager and may

involve liaison with other tutors, coordinator’s, managers, senior colleagues, external links and funding agencies.

**PRINCIPLE RESPONSIBILITIES**

The PSD Tutor is responsible to the Hub Manager for carrying out the

following duties effectively and efficiently:

1. To fulfil one’s own responsibilities as a Tutor, delivering learning, teaching and

support to learners on a range of programmes within the P.S.D department.

2. Effectively plan and deliver high quality learning, teaching and support in a

highly effective learning environment in particular, learning activities, ongoing

assessment, tutorials, work skills, pastoral and welfare support along with

targeted activity to support vulnerable learners or those at risk of withdrawal

or failure to complete their targets and aims.

3. To work within the whole College quality framework to ensure the effective

operational management of the curriculum using the RARPA model exists and supports successful student outcomes.

4. Identify new provision and seek to develop and expand existing and new

enterprise opportunities through the curriculum.

5. Participate in activities aimed at increasing the numbers of young people and

adults applying and enrolling at the College.

6. Carry out the professional duties of a tutor and use your own work as an

example of high quality learning and teaching.

7. Have an enthusiasm for learning and teaching which motivates and supports

other staff and encourages a shared understanding of the contribution the

College can make to all aspects of learners’ lives.

8. To effectively manage support staff and physical resources within the learning

and teaching environment to support the learner.

9.Encourage and support learners to become as independent as possible taking

into account their needs.

10.To support and implement the College’s quality framework and improvement

programmes, including participating in learning and teaching observations,

staff development and self-assessment.

11.Support internal quality assurance activities for your area of work.

12. To provide and maintain accurate and up to date reports on your Learners.

13. Interview and assess learners for their suitability for the College; completing

relevant documentation as and when required.

14. Work with staff to set and agree standards, formulate aims, objectives and

strategic plans for the P.S.D of learners which have coherence and relevance to

the needs of the learner and to the aims, objectives and strategic plans of the

College.

**Curriculum and Planning**

1. Develop innovative and effective learning and teaching resources and styles.

2. Liaise with Hub Manager and course Coordinator to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum area.

3. Be accountable for the development and delivery of the curriculum so that

learner needs are met and they achieve to their potential.

4. Act as a personal Tutor to a group of learners and provide pastoral care.

5. Support all learners to develop independence and interdependence in their

learning.

6. Ensure behaviour is managed effectively so that high quality learning can take place.

7. Support developments in the curriculum in order to ensure that it is effective,

flexible, innovative and responsive to identified learner needs.

8. Engage with all vocational staff to ensure that high quality learning

experiences take place.

9. To promote, develop and integrate the use of ICT into learning, teaching and

assessment.

10.Be responsible for the day to day management of learners and act as a

positive role model.

11.Maintain current knowledge and understanding of national, regional and local

initiatives and agendas in relation to your vocation, LLDD provision, social

enterprise, government initiatives, funding changes, Foundation Learning,

supported employment and supported living and actively respond to these

developments and initiatives.

**Quality and Standards**

1. Raise standards and foster an ethos of excellence and endeavour to give

every learner the opportunity to meet their potential.

2. Seek and implement modification improvement where required.

3. Ensure that Learning and Teaching adheres to the Quality Framework,

uses Databridge effectively and supports annual Self-Assessment Report

and Quality Improvement Plan. Ensure that any weaknesses identified via

inspection, external verification, internal audit or self-assessment is promptly

addressed with support.

4. Regularly update your Hub Manager on the effectiveness of the curriculum within the P.S.D department.

5. Improve standards of learning and teaching and academic quality through

inspirational delivery.

6. To keep all aspects of delivery under constant review in order to assure

compliance.

7. To support the review of the performance of all courses within the department and in conjunction with other tutors and leaders, develop and implement

a plan for the delivery of excellence across the area.

8. Ensure details of attendance, punctuality and absence are accurately

recorded and monitored in Databridge and that learner information is correctly

established including initial and baseline assessments, targets and learning

aims, achievement, destination and changes to learner information including

transfer and programme completion. Ensuring that follow up procedures are

adhered to and that appropriate action is taken when necessary.

9. Support the College’s external PRD activities.

**Human Resources**

1. To effectively line manage Educational Support Workers within the learning

environment ensuring staff roles are clearly defined, understood and agreed

and are subject to rigorous review and evaluation.

2. To critically review own performance and take responsibility for development

of own leadership and management skills.

**Finance**

1. To promote the efficient use of resources within agreed budgets.

2. Suggest suitable items for departmental expenditure.

**Other Responsibilities**

1. To work with other Tutors and Managers to create a shared vision which inspires and motivates learners and promotes an ethos which is communicated positively and recognised by all stakeholders.

2. To contribute to the marketing and promotion of the College to schools,

parents, employers and community groups and participates fully in all learner

recruitment activities and events.

3. Ensure you and the College is an exemplar of best practice in Safeguarding.

4. To embed fully the principles of risk management, promote awareness of

and compliance with health and safety requirements within the vocational

area and ensure that comprehensive and up to date risk assessments are

maintained.

5. To ensure that the promotion of equality and diversity and particular issues of

race, equality and gender are fully integrated into all areas of the Community.

6. Attend and provide input to regular cross college meetings and support the

annual review process.

7. To ensure that there is good communication in both general College

operations and in the collection and dissemination of data on learners and

resources.

8. The post holder may be required to work some evenings and weekends.

9. To undertake such other duties as may be required from time to time by the

Trust or by the Executive Principal.

This job description is current at the date shown below and is a guide to the work

the post holder will be expected to undertake. In consultation with the post holder, it

may be changed from time to time to reflect changing circumstances.

Contact Expectations 24-27 hours (Full Time Staff)

*Doncaster Deaf Trust is committed to safeguarding and promoting the welfare of*

*children, young people and vulnerable adults. We expect all staff to share this*

*commitment and to undergo appropriate checks including enhanced DBS clearance.*

July 2021