



Job Description

Post title: Tutor

Location: 22 Cambridge Road, Impington, Cambridge, CB24 9NU

Responsible to: Steve Chivers, Operations Manager

Purpose of the post

To provide teaching and support to adults with learning disabilities and enable them to: gain maximum benefit from the programme and practical activities; be socially included within their peer group; gain work and independent living skills.

Areas of work are varied e.g., centre-based activities including skills for life, work experience such as IT, catering, gardening, retail, arts and crafts, bicycle maintenance plus social and living skills.

Responsibilities

- To support the process of teaching and learning during individual and group sessions by helping monitor and regulate client activity as allocated by the Operations Manager.
- To assist with recording and maintaining daily records of clients' progress and achievements.
- To monitor and advise clients as necessary.
- To note and pass on to the relevant personnel any relevant issues/concerns that may occur regarding the behaviour of clients.
- To raise any safeguarding concerns with the Operations Manager and enter comments in the cause for concern book.
- To inform a trained first aider in the event of illness or injury.
- To undertake relevant training.
- To operate as a team member.
- To monitor health and safety of clients and report any concerns to the Operations Manager.
- To participate in appropriate opportunities for staff development.
- To share pastoral duties with staff team and liaise with carers as necessary.
- To attend meetings as required.
- To support clients during outings.
- To ensure completion of daily register.
- To ensure necessary client contribution and trip monies are collected.
- Proofreading.