



**Role:** Mechanics Group Tutor  
**Department:** Vocational Provision  
**Location:** Based at Kings Mill Way, Mansfield  
**Accountable to:** Mechanics Provision Manager

### **Function of role**

To support and maintain a high level of learner engagement through collaborative preparation and delivery of an innovative, creative and flexible Mechanics curriculum. To use a collaborative and multi-agency holistic approach to delivering an education curriculum which includes attention to health and safety awareness, risk management and the safeguarding of young people.

### **Accountabilities**

Act in accordance with the organisation's policies and procedures under the guidance of the Provision Manager and adhere to the organisation's Equal Opportunities and Diversity policy.

Advocate on behalf of the young people and their families in your care.

Encourage their involvement in the decision making and the management of their programmes. Assist with the assessment, preparation, delivery and review of a learner's curriculum including contributions to schemes of work and lesson plans. Offer a variety of approaches and opportunities to focus on an engagement with learning.

Be aware of all safeguarding procedures on a day to day basis, adhering to these where appropriate through the Designated Safeguarding Officer, and be aware of all policies and practice in relation to the safety of young people and vulnerable adults.

Be responsible for all aspects of learner health and safety, informing the designated Provision Manager of any accidents or identified risks, and using the significant incident reporting form appropriately.

Support the Provision Manager to ensure venues used are appropriate and risk assessed, and that Health and Safety guidance supplied by the company is adhered to.

To support the Provision Manager in the collection and collation of pupil information including learner profiles, pen pictures, risk management procedures and special educational needs and suitably differentiate your delivery to meet the identified needs.

To support the Provision Manager in the completion of all assessments, pupil tracking documents, progress reports and feedback reports to commissioning bodies e.g. Education, Health and Care plans,

KS3 & KS4 transition planning, and post 16 opportunities.

Carry out additional duties as reasonably requested by the Provision Manager and be responsible for your own continuous professional development within the Automotive field.

Assist in the development of innovative delivery techniques in automotive engineering

Acting as a mentor and positive role model to all learners within the department.

**Performance indicators**

Able to meet annual performance management criteria to a good or outstanding standard.

Adherence to the accountabilities and responsibilities in this job description, and adherence to organisational policies and procedures.

Able to demonstrate outcomes thinking through regular support and supervision.

Achievement of positive outcomes for young people.

Assist with the ongoing commercial success and growth of the department.

Able to maintain absolute professionalism in all aspects of the daily operations of the department.

**Key values and ethos of organisation**

Trust, Innovation, Achievement

## Person Specification

<b>Knowledge</b>	<u>Essential</u>	<u>Desirable</u>	<u>How</u>
Some awareness of current internal and external verification frameworks		X	
Awareness of relevant legislation and guidance and implications for local policy, procedure and practice (e.g. The Children's Act 2004, Children and Families Act 2014, Apprenticeship, Skills and Children Learning Act 2009)		X	
Demonstrate some knowledge regarding teaching practice for young people with additional needs	X		
<b>Experience</b>			
Two years experience of working with children and young people or vulnerable adults within an education, health or social care setting.		X	
Demonstrate experience of developing effective resources for young people with additional needs.	X		
Demonstrate experience of working with young people or vulnerable adults with additional needs.	X		
<b>Skills</b>			
Able to demonstrate effective communication			
Demonstrate a wide variety of ICT skills (e.g. an understanding of google cloud and associated applications and esafety).			
Demonstrate effective record keeping with a clear understanding of the Data Protection Act and sharing information protocols.			
Can demonstrate recognised skills in working with young people			

<b>Education</b>	<b>Essential</b>	<b>Desirable</b>	<b>How</b>
To hold a minimum Level 1 qualification in a related Automotive discipline (e.g. Automotive Engineering, Body & Paint, Welding, EV)	X		
To be able to produce evidence of previous CPD (e.g. first aid, safeguarding training, diversity training, CAF/EHC training, IOSHH)		X	
<b>Qualities</b>			
Must hold a UK Driving Licence and have access to a road-worthy vehicle	X		
Understand the importance of adhering to the organisation's policies, procedures and practices	X		
Be committed to delivering holistic family interventions	X		
Be driven to provide positive outcomes to children, young people and vulnerable adults	X		

A - Application Form

I - Interview

T - Test

***Where internal employees do not meet particular essential criteria but have proven outstanding performance the organisation reserves the right to further progress their application***