

Directorate	Children, Young People and Education
Unit/Section	Community Learning and Skills (CLS)
Location	Various
Grade	KSF
Responsible to	County Education Manager – Future Pathways/Area Education Manager – Future Pathways

Purpose of the Job:

As a Future Pathways Tutor, your primary mission is to guide, support, and empower students on their educational journeys. You will play a pivotal role in facilitating their academic growth, personal development, and career aspirations/goals by providing impartial Career Education, Information, Advice and Guidance. Your purpose encompasses several key responsibilities that contribute to the overall success of our educational institution and the students we support.

You will provide innovative and effective, negotiated learning experiences which enable learners to meet their goals within an inclusive environment that supports all individuals. You will provide effective and ongoing pastoral support. You will support recruitment and engage people onto education programmes for young people. You will support their progression onto Traineeships, Apprenticeships, further education or employment.

Accountabilities:

1. To deliver individualised academic guidance, ensuring that each learner's learning experience is tailored to their unique needs, goals, and abilities which meet funding criteria. This includes helping them select appropriate courses, set academic goals, and track their progress.
2. To deliver engaging and effective classroom or online instruction across a range of ability groups, fostering a positive and inclusive learning environment. You will create lesson plans, facilitate discussions, and utilise various teaching methods to promote student achievement and critical thinking. Offer ongoing support, both academically and personally, to help students overcome challenges and obstacles. This may involve assisting with study skills, time management, and providing pastoral support.
3. Stay current with advancements in education, completing Continuing Professional Development and best practices to enhance your teaching methods and contribute to the continuous improvement of our programmes.
4. To collaborate with colleagues to develop and update curriculum materials, ensuring they align with industry standards and evolving educational trends. Your input will contribute to the enhancement of our Future Pathways.

5. To evaluate student performance through assignments, quizzes, exams, and other assessment methods. Provide constructive feedback to help our learners improve and excel in their programme.
6. To assist young people in exploring potential career paths, opportunities, and job placements. You will help them make informed decisions about their future and develop the skills needed for success in their chosen field.
7. To organise and participate in extracurricular activities, workshops, guest speakers and events that enhance the overall student experience. These activities will foster a sense of belonging and community among learners.
8. To complete administrative responsibilities, during and after courses, related to class attendance, outcomes, and record-keeping to ensure the smooth operation of Future Pathways (e.g. completion of registers, marking work, monitoring absence, completing funding documentation and accreditation requirements) to ensure all internal and awarding body quality procedures and funding drawdown requirements are met.
9. To support overall efficiency of CLS by undertaking activity such as utilising systems as required to support delivery, including IT systems, and support with opening and closure of building.
10. Comply with and / or operate within:
 - Health and Safety procedures
 - As appropriate act as a 'buddy' to colleagues if required to support personal health and safety
 - Operate and understand Safeguarding requirements
 - Equity & Diversity requirements
 - CLS Quality standards and other requirements
 - Actively promote the Prevent Agenda, British Values, Equity and Fairness in all work areas and activities including KCC behaviours and guidelines.
 - Data protection and Informational Governance (General Data Protection Regulations).

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	• Key Skills/Functional Skills at Level 2 in English, maths or equivalent. • Relevant occupational qualifications • Teaching qualification (minimum PTTLS/AET) or equivalent • Assessing qualification (TAQA/ A1 or equivalent) or working towards • Professional CPD • IQA Award or willingness to complete.
EXPERIENCE	• Experience in relevant occupational area • Experience of teaching, learning and assessment functions. • Experience of developing high quality individual learning plans. • Experience of classroom management and teaching of mixed abilities (Entry Level to Level 2) • Working with young people aged 16-18 (up to 25 with an EHCP) specifically those Not in Education, Employment or Training (NEET) • Delivering Careers Education, Information, Advice and Guidance, job search and employability support.
SKILLS AND ABILITIES	• Excellent communication, interpersonal and presentation skills • Good organizational and administrative skills • Ability to design and deliver innovative teaching sessions • A commitment to the promotion Equity and Diversity, and Prevent within all activities • Competent in the use of technology to facilitate learning and data reporting • Ability to engage and motivate unemployed young people aged 16-24 • Ability to use electronic learning systems, including Initial Assessment and E learning tools • A Full UK Driving License – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability
KNOWLEDGE	• Effective teaching styles • Ofsted requirements and framework • Operational processes • Knowledge of current Government funding streams and accredited learning • Good understanding of education programmes for young people and learners with high needs. • Awareness of Information Governance, Data Protection and confidentiality issues • Knowledge of KCC and national legislation relating to

	Health and Safety, Equity and Diversity, Safeguarding/Prevent, British Values, Ofsted requirements and other relevant statutory information
KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values: • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make Our values enable us to build a culture that is: Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making