



Deaf First

2015-2016

OAK LODGE SCHOOL

101, Nightingale Lane, London, SW12 8NA

Tel: 020 8673 3452; Fax: 020 8673 9397

JOB ACTIVITIES

<u>Post Title:</u>	Vocational Tutor (Casual Contractor)
<u>Post-holder:</u>	
<u>Main purpose of job:</u>	To provide vocational training for young adults
<u>Line manager:</u>	Head of Deaf First
<u>Grade:</u>	from £20.00 - £25.00 per hour
<u>Full/Part time:</u>	Part-time Casual basis

Main Activities and Responsibilities

A. Teaching

1. To promote achievement by students at all levels of ability through appropriate expectations and programmes designed to challenge and stimulate.
2. Keep up to date records of work carried out for the Deaf First department.
3. To ensure the students have the opportunities to learn from mistakes and achieve success.
4. Create and maintain an atmosphere in which students can gain self-confidence, enjoyment and motivation to learn.
5. To apply the principles of health and safety in all activities carried out.
6. Follow the teaching timetable provided
7. Provide written feedback regarding the course and the student progress

B. Management

1. Liaise with the Head of Adult Education n Deaf First in providing information on any issues that arise that will impact on the students learning.
2. To attend meetings as and when required

C. Liaison

1. Work with other teachers, teaching assistants and tutors in ensuring that our programmes are co-ordinated

D. Other

1. Undertake any such duties as the Head of Deaf First may reasonably direct from time to time.
2. To be fully aware of and understand the duties and responsibilities arising from The Children's Act 2004 and 'Working Together to Safeguard Children' in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
3. To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
4. To ensure that the worker's line manager is made aware and kept informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

It is implicit that these duties are carried out in accordance with school and Council policies on equal opportunities.

The job activities will be reviewed by the post-holder and the Line Manager on a yearly basis.

Signed:
(Post holder)

Date:

Signed:
(Head of Deaf First)

Date:
