

Job Description – Trusted Tutor Pool

Reports to: CEO

Varying fixed term contract lengths

Job overview

CP Learning Trust are looking for talented individuals to help us deliver our mission – To provide creative and inspiring learning opportunities, enabling individuals and communities to fulfil their potential.

We are looking to recruit staff to join our Trusted Tutor Pool. Our sessional pool is key to delivering our course offer when various funding grants are received. The number of working hours per day and / or week / month will depend on the requirements of the business and funding provider.

This is not a full time, permanent role.

The Crafts, Essential Skills, Trusted Tutor at CP Learning Trust will play a vital role in empowering individuals through skill acquisition in the crafts, creative, heritage sector. The Trusted Tutor will foster a supportive environment, ensuring that learners develop the essential skills necessary for success in their chosen area of learning. The tutor is required to have access to transport and the ability to transport equipment and materials for the delivery of workshops at a variety of community locations. This position focuses on assessing learners' progress, providing tailored guidance, and facilitating engaging learning experiences that enhance personal and professional development in essential skills, craft, creative and heritage disciplines.

Key Responsibilities:

- Conduct assessments of learners' essential, practical skills and theoretical knowledge in craft-related programmes.
- Providing impartial Information, advice, guidance and signposting to learners.
- Recruiting learners and volunteers
- Identify venues, book, promote, deliver/facilitate community-based workshops and courses, source materials.
- Develop and deliver teaching materials and sessions against relevant assessment criteria that meet the individual learning needs of students', along with session plans and schemes of work when required.

- Monitor and evaluate learners' and provide constructive progress through continuous assessment feedback.
- Support learners in setting realistic goals and help them to overcome barriers to learning.
- Maintain accurate records of assessments and learner progress in compliance with internal standards and regulatory requirements of funding bodies including completion of paperwork.
- Source and create resources suitable for the learning being delivered.

Skills and Qualifications

Teaching qualification or equivalent experience, willingness to work towards qualification.

Experience in teaching or assessing in the community/heritage/creative essential skills sector.

Demonstrable knowledge of essential skills frameworks and educational practices.

Evidence of communication and interpersonal skills.

Ability to adapt teaching methods to meet learners' diverse needs.

Organisational skills and attention to detail in maintaining documentation, organising your time/sessions and diary commitments.

Ability to deliver workshops and group sessions in addition to one-on-one assessments.

Desirable Skills (The following skills are desirable not essential)

Experience working in the charity, voluntary or non-profit sector.

Knowledge of digital learning tools and resources.

A range of art, crafts, heritage skills, that you are competent in e.g. sewing machine, hand sewing, felting, resin making, willow weaving, clay, water colour, corn dolly making, illustrations, wood working, blacksmithing, collage etc. Creative writing, poetry, music, natural dyes tell us what you're interested in or have a passion to share with others. A willingness to take on new skills.

Working Conditions

The successful candidates will work in a stimulating and supportive environment, collaborating with a small team dedicated to making a positive impact. The Trusted Tutor will be required to travel to different community locations and show a flexibility in working hours to accommodate learners' schedules including possible evenings and weekend when necessary. Your main "base location" will be Allia Future Business Centre, London Road, Peterborough. Home working will be negotiated after discussion with your line manager, the CEO of the Trust.

The organisation promotes a supportive work atmosphere, with flexibility in working hours where possible but you will be working alone for a large percentage of your work hours.

About the Charity

CP Learning Trust is a well-established registered not for profit charity dedicated to enhancing the lives of individuals and communities through education and skills development. Our mission "*To provide creative and inspiring learning opportunities, enabling individuals and communities to fulfil their potential.*" is at the heart of what we do. Our team is passionate, dedicated, and driven by the mission to make a tangible difference in society. We strive to create inclusive learning environments where everyone can thrive.

