

Blackburne House Group Education & Training Tutor Vacancy Pack



BLACKBURNE
HOUSE

Welcome

Thank you for your interest in applying for the sessional role of Education and Training Tutor at the Blackburne House Group.

We've put together some information below which we hope will provide some useful context and an understanding of the organisation and job role. You can also visit our website www.blackburnehouse.co.uk for greater detail on the organisation. Please do contact us for a more in-depth discussion if you'd like more detail on the role after reading through this pack.

For More Information about the Role

If you require further information about this role, please email louisenixon@blackburnehouse.co.uk to arrange a discussion.

Deadline for receipt of applications:

Friday 17th January 2025

Application Procedure

The Blackburne House application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned by the above closing date to Louise Nixon, Blackburne House, Blackburne Place, Liverpool L8 7PE. Alternatively email your completed application and monitoring form along with a covering letter to louisenixon@blackburnehouse.co.uk

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated but as a charity we unfortunately do not have the resource to respond to every application that is made.

In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, you must be eligible to live and work full time in the UK. Documented evidence of eligibility will be required from all potential employees as part of the recruitment process.

The Blackburne House Group



Blackburne House Group is a training led organisation, which delivers high quality training and education services. We're based in a beautiful Grade II listed building, situated in Liverpool's famous Hope Street quarter, close to the city centre.

Attracting thousands of visitors each year, our facilities include an education centre for women, the School for Social Entrepreneurs North West, a thriving bistro, a women's wellness centre, excellent conference facilities and a 30 place nursery. From the beginning, these highly acclaimed and flourishing social enterprises have supported our educational aims and provide tangible examples of how new markets can be used to serve local communities.

About the Role

We're recruiting an Education & Training Tutor to deliver high-quality, learner-centred training in accordance with the Award in Education and Training (AET) framework. The AET is designed to provide foundational teaching skills for individuals aiming to teach or train in a variety of educational settings. The role involves designing, delivering, and assessing training programs that equip learners with the essential knowledge and skills required to succeed in teaching and training environments.

We pride ourselves on being a friendly and caring organisation. As a member of staff you will benefit from; Flexible hybrid working once probation has been successfully completed and where role allows, discounted on-site parking for staff, extra days leave each year for the first 5 years, an additional annual leave day for your birthday, Employer Pension contributions, staff discount in the Bistro, Nursery, and Conference & Events Hire and access to wellbeing services.

We are a friendly and caring organisation, and we support each other. As an equal opportunities' employer, we welcome applications from all suitably qualified persons and would particularly welcome applications from Black and Ethnic Minorities, disabled people and LGBTQ+ people.

A disclosure from the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB), may be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information.

Blackburne House is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people.

About You



We are looking for someone who is experienced in teaching in a learning environment to a high standard. We require a dedicated and focused individual who can work collaboratively as part of our team of tutors.

We're looking to welcome someone into our team that shares our Values and is able to form positive relationships and work with openness and integrity. During any employment with Blackburne House you will be expected to conduct yourself in a manner appropriate to the professional image of the Institution. You will be expected to provide a prompt and efficient service and to maintain appropriate standards of professionalism and of personal appearance at all times.

Job Description

Post	Education & Training Tutor
Hours	Sessional
Location:	Blackburne House, Blackburne Place, Liverpool, L8 7PE
Flexibility:	There is an expectation that the successful candidate will be willing to adapt their working hours to suit the needs of the organisation.

Main Tasks

- Deliver engaging and informative sessions for learners pursuing the Award in Education and Training qualification.
- Use a variety of teaching methods (e.g., presentations, group activities, discussions) to cater to different learning styles.
- Adapt teaching approaches to meet the needs of individual learners and provide support to those who require additional help.
- Design and develop course materials, including lesson plans, resources, and assessment tools in line with the AET curriculum.
- Ensure that all learning objectives are met and that the content is up-to-date and relevant to the learners' educational needs.
- Prepare and organize resources, equipment, and learning environments to ensure effective delivery.
- Assess learners' progress through formative and summative assessments, including written assignments, presentations, and practical activities.
- Provide constructive and timely feedback to learners to support their development.
- Ensure that all assessments are fair, transparent, and in accordance with relevant qualification standards and regulations.
- Provide individual support to learners as needed, offering advice and guidance on academic or personal issues that may impact their learning.
- Foster a positive and inclusive learning environment where learners feel valued and motivated.
- Monitor learner attendance and engagement, providing additional support where necessary to ensure successful completion of the program.
- Maintain accurate records of learner attendance, progress, and assessments.
- Complete all required documentation in a timely manner, ensuring compliance with educational standards and policies.
- Contribute to reporting requirements, including learner outcomes and feedback.
- Engage in continuous professional development to stay updated on the latest educational practices, technologies, and trends in teaching and training.
- Participate in team meetings and collaborate with other staff to improve the quality of teaching.

Person Specification

Qualifications

- A recognized qualification in teaching or training (e.g., Award in Education and Training, Level 3 Certificate in Education and Training).
- Desirable: A degree or higher qualification in education, training, or a related field.

Experience

- Experience in delivering training or teaching in an adult learning or vocational education setting.
- Experience with online or blended learning methods.
- Experience working in vocational or workplace training environments.
- Strong communication skills with the ability to explain complex concepts clearly and concisely.
- Ability to assess and support learners with a variety of learning needs.
- Good organizational and time management skills.
- Knowledge of educational theory, assessment strategies, and learning technologies.
- A strong understanding of learner-centered teaching approaches.

Commitment

- An understanding of and a personal commitment to the Vision and Values of Blackburne House.
- Commitment to teamwork.
- Commitment to equal opportunities.