



JOB ADVERT

Job Title: English and Maths Tutor

Hours of Work: Fixed term contract until 31st March 2022. 8 hours per week – days to be agreed upon appointment.

Workplace: Across the Black Country region where required

Are you passionate about:

- Supporting Deaf and Hard of Hearing people into education (mainly English and Maths)?
- Encouraging Deaf and Hard of Hearing people in gaining self-confidence and self-belief?
- Understanding and providing access solutions to daily barriers faced by Deaf and Hard of Hearing people?
- Breaking down barriers that exist in the workplace, education, training or society in general?
- Inspiring and mentoring Deaf and Hard of Hearing people in their journey through their adult working lives?

If so, you are the kind of person we are looking for to lead and deliver this project. Please contact Chris Beech at chris@zebra-access.com or call 01902 421919 for an informal discussion and more details about this role.

How to apply: Send your CV and a covering letter stating why you are the best person for this job by email to chris@zebra-access.com or by post to Zebra Access, Creative Industries Centre, Wolverhampton Science Park, Glaisher Drive, WV10 9TG.

Application deadline: 22nd May 2020

Interviews: To be conducted over Facetime/WhatsApp/Zoom within 2 weeks of deadline



JOB DESCRIPTION

JOB TITLE: English and Maths Tutor (**Funded by Community Fund**)

PLACE OF WORK: Post will be based at various sites across the Black Country region (i.e. Wolverhampton, Walsall, Sandwell and Dudley).

PURPOSE OF JOB: To provide Deaf and hard of hearing people with an English and Maths tutorial support service, improving their reading and writing skills in readiness for them independently accessing mainstream training, learning, and employment /self-employment opportunities. And to support the development and promotion of the project's PR/Marketing across social media platforms.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Develop, design and deliver English and Maths Tutorial packages to participants depending on their literacy levels and working with them on a 1:1 basis or in small groups to develop greater understanding of English enabling them to become more confident in tackling English and Maths based tasks independently, working with other agencies and referring clients as necessary in addition to networking and engaging with employers to cultivate employment and work experience opportunities.
- Engage with Deaf groups and organisations to raise the profile of the service via social media/PR strategies.
- Maintain a high quality service by achieving targets negotiated with your line manager.
- Support all social media developments and activities.
- Gather feedback from clients about our service using questionnaires or focus groups.
- Provide case studies on client experiences.
- Develop inter-departmental knowledge to increase commercial gain for the organisation.
- Continually update your own knowledge on opportunities and support available to ensure you give accurate information and advice to Deaf, hard of hearing people and service providers.
- Flexibility in your working hours will be required as you may be asked to represent the organisation at meetings out of working hours or complete any other duties and responsibilities that are commensurate with this role.
- Respect confidentiality and carry out all the responsibilities in a professional manner at all times in compliance with all of Zebra Access policies.

Date: May 2020





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PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
QUALITIES/ KNOWLEDGE	
<ul style="list-style-type: none"> • Minimum of Degree Education or equivalent with teaching qualifications • Fluent BSL user or minimum BSL level 2, working towards Level 3 equivalency. • Understanding of the issues facing Deaf and hard of hearing people particularly with regard to English language barriers • Knowledge of Social Media platforms and it's market audiences • Working on own with minimal supervision 	<ul style="list-style-type: none"> • Experience of networking with a wide group of people, and facilitating and/or organising meetings and events, specifically with employers or external organisations • Understanding of and commitment to equal opportunities, the Equalities Act and the Disability Equality Duty
EXPERIENCE	
<ul style="list-style-type: none"> • Experience in using range of IT software (i.e.MS Office; Internet and/or other software packages, online communication technologies such as Emails, FaceTime and so on). • Achieving agreed project outcomes and results within allocated timescales. • Proven first rate communicator who is able to build rapport effectively across a range of contacts/networks (evidence of existing networks an advantage) • Experience of managing a client caseload and monitoring progress 	<ul style="list-style-type: none"> • Experience of design and delivery of training on a 1 to 1 basis and/or group setting • Experience in PR/Marketing development and delivery
OTHER INFORMATION	
<ul style="list-style-type: none"> • You will need to demonstrate a willingness to travel and occasionally working out of normal office hours as when required. 	



<ul style="list-style-type: none">• Appointment is subject to an Enhanced Disclosure and Barring Service check.	
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Date: May 2020



TERMS AND CONDITIONS

Listed below are some of the key benefits of working with us

A statement of the main terms and conditions of service will be supplied upon offer of appointment. The information given below is intended as a guideline for candidates.

POST: English Tutor (8 hours per week)

CONTRACT TYPE: Fixed term to 31 March 2022.

SALARY: The salary for this post is £24,000 per annum pro rata.

PROBATIONARY PERIOD: Confirmation of appointment is subject to the successful completion of a 3-month probationary period.

HOURS: 8 hours per week but from time to time it may be necessary to work additional hours to complete your duties which time in lieu will be awarded accordingly.

HOLIDAYS: The annual leave year is from 1 January to 31 December. The entitlement for this post is 20 days plus 8 days statutory holidays pro rata per year with additional privilege days awarded at the discretion of the board.

PENSION: Pension scheme is available to all Zebra Access employees.

EQUAL OPPORTUNITIES: Zebra Access has an Equal Opportunities Policy and all employees are expected to develop an understanding of and commitment to equal opportunities.

This post is exempt from the terms of the Rehabilitation of Offenders Act exemption order 1975) and you are therefore required to disclose all criminal convictions and cautions including those, which are 'spent'. This post is also subject to a Disclosure and Barring Service clearance (formerly Criminal Records Bureau clearance) Access NI / Disclosure Scotland clearance. All successful candidates must satisfactorily clear a criminal records and ISA Vulnerable Adults Barred List check.