



Job Description

Post title: Support Tutor

Location: 22 Cambridge Road, Impington, Cambridge, CB24 9NU

Responsible to: Steve Chivers, Operations Manager

Purpose of the post

To provide teaching and support to adults with learning disabilities and enable them to gain maximum benefit from the programme and practical activities; be socially included within their peer group; gain work and independent living skills.

Areas of work are varied e.g., centre-based activities including skills for life, work experience such as IT, catering, gardening, retail, arts and crafts, bicycle refurbishment plus social and living skills.

Responsibilities

- To support the process of teaching and learning during individual and group sessions by helping monitor and regulate client activity as allocated by the Operations Manager.
- To assist with recording and maintaining daily records of clients' progress and achievements.
- To monitor and advise clients as necessary.
- To note and pass on to the relevant personnel any relevant issues/concerns that may occur regarding the behaviour of clients.
- To raise any safeguarding concerns with the Operations Manager and enter comments in the cause for concern book.
- To inform a trained first aider in the event of illness or injury.
- To undertake relevant training.
- To operate as a team member.
- To monitor health and safety of clients and report any concerns to the Operations Manager.
- To participate in appropriate opportunities for staff development.
- To share pastoral duties with staff team and liaise with carers as necessary.
- To attend meetings as required.
- To support clients during outings.
- To ensure completion of daily register.
- To ensure necessary client contribution and trip monies are collected.
- Proofreading.