

## **JOB DESCRIPTION**

<b>ROLE TITLE:</b>	STEPS Senior Trainer (Mathematics)
<b>REPORTING TO:</b>	STEPS Programme Manager
<b>LOCATION:</b>	Woking Learning Centre, Goldsworth Park
<b>SALARY:</b>	<b>£19, 022 per annum (actual; 30 hours)</b> £14.21 p/hr
<b>HOURS:</b>	30 hours per week (we would consider fewer hours for right candidate); 39 weeks per annum (Term Time)

**Surrey Care Trust** is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged young people, adults and families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Stanwell Family Centre**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; working to bring the community together and taken action on local issues with our **Stanwell Local Conversation** project; working with the long term unemployed on our Lottery/ESF funded **Alliance and Aspire** programmes; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

### **Our Vision**

Surrey to be a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential and make a positive contribution.

### **Our Mission**

To tackle disadvantage, social exclusion and hardship in local communities. To reach out to families to equip them with the skills to improve their economic situation, to reduce social isolation and break the cycle of disadvantage.

PLEASE NOTE YOU **WILL** BE REQUIRED TO UNDERTAKE DBS CLEARANCE FOR THIS ROLE

To apply please complete an application form and submit by email to [recruitment@surreycaretrust.org.uk](mailto:recruitment@surreycaretrust.org.uk)

## Overall purpose of the role

To motivate and engage disaffected young people through a structured learning programme.

## Duties and Responsibilities:

### Education and Training

- To plan and deliver training sessions including Maths to an appropriate level according to each young person's individual need.
- To co-facilitate group work and individual educational and training packages to young people aged 14-16 years.
- To monitor and evaluate the effectiveness of the Programme.

### External Relationships

- To liaise with other agencies relevant to the young person.
- To represent the Programme at external meetings where required.
- To liaise appropriately with the young person's family.

### Administration

- To plan, monitor, record and evaluate lessons.
- To ensure young people's portfolios are organised and completed appropriately for submission to awarding bodies.
- To deliver written and verbal reports as required.
- To be responsible for the maintenance of resources used for the Programme.
- To participate in STEPS team meetings.

### General

- To work as a member of the STEPS team, both leading and supporting delivery of the Programme and occasionally assisting in the delivery of work not specified in this profile.

Please note you will be required to undertake DBS clearance for this role

For an initial discussion about the role please contact Richard Tweddle (Centre Manager)

[richard.tweddle@surreycaretrust.org.uk](mailto:richard.tweddle@surreycaretrust.org.uk) or call 07714 742215

## Skills and Expertise

ESSENTIAL	DESIRABLE
Education, Training and Work Qualifications	
Educated to GCSE Level standard Maths and English	Educated to A level Maths
	Educated to Degree Level
	L3 Education and Training or PGCE
	A First Aid Training Certificate
	Safeguarding Training
	Experience of Teaching /supporting in an educational setting
Relevant Experience	
Experience of working or volunteering with young people	Experience of working in a school environment
	Experience of working with challenging young people
Knowledge	
Understanding of Equal opportunities issues and can relate this into practice	Working knowledge of Health & Safety issues
Understands clear boundaries	Working knowledge of school curriculum and key stages
	Safeguarding awareness/ training
	Knowledge of the issues relevant to young people's educational needs and is able to use appropriate methods to motivate disaffected young people
Skills and Expertise	
Confident and able to liaise clearly with other professionals	Counselling Skills
Good administrative skills and computer literate	
Able to make decisions alone and to prioritise work under pressure	
Understanding of the value and process of monitoring and evaluating	
Able to form non-judgmental and constructive relationships with young people	
Is able to work constructively as a member of a team	
Has vision, enthusiasm, good self presentation, determination, dedication, tolerance and a sense of humour	

Other	
Willingness to attend off site meetings	A valid current driving license and car
	Ability to drive mini bus or willingness to learn

### Health & Safety

All staff must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, volunteers, beneficiaries and visitors.

### General

This job description is not an exhaustive list of duties but it is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands, growth and priorities with the Trust. Substantive changes in the range of work undertaken will be carried out in consultation with the job holder.