



<b>JOB DESCRIPTION</b>	<b>RECOVERY COLLEGE TUTOR</b>
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**1. Post Details**

Tutor  
Post Title: Location: Woolwich with an element of hybrid working  
Salary Scale/Grade: £26,000  
Line Manager: Training and Development Manager

**2. Job Summary**

Therapeutic optimism is at the heart of our work. Bridge believes that all people with mental health problems can achieve and make positive changes to their lives as they move along their pathway of recovery. The Recovery College supports personal recovery through learning achievement.

- 2.1 To co-design, plan and deliver educational activities that promote positive mental health and wellbeing. The sessions and courses will be for adults with lived experience of mental ill health, their friends, families and mental health practitioners. Courses will be developed and delivered with a peer trainer, someone with lived experiences of mental health problems.
- 2.2 To provide appropriate learner feedback and support and educational advice and information where necessary, and to create an appropriate and welcoming atmosphere for learners.

**3. Main Relationships**

- 3.1 To report to the Training and Development Manager
- 3.2 To develop and sustain positive working relationships with colleagues, students, carers, friends and family members, practitioners and external partners.
- 3.3 To liaise with relevant teams and organisations in order to deliver high quality educational interventions

#### **4. Main Duties**

##### *Tutor Role*

- 4.1 To design and deliver educational activities that support the promotion of positive mental health and wellbeing, including everyday English and maths courses and other learning programmes within the prospectus subject area.
- 4.2 To co-design and facilitate courses with peer trainers.
- 4.3 To use teaching and learning strategies that take into account individual students needs
- 4.4 To assess students' progress and maintain records attendance, attainment and progression.
- 4.5 To ensure the health and safety of students attending courses and other learning activities ensuring the safe and proper use of equipment and materials.
- 4.6 To develop written training support materials for new courses and update existing materials.
- 4.7 To provide specialised advice in relation to education support for recovery to service users, practitioners, families, friends and carers.
- 4.8 To evaluate training courses and ensure quality assurance of all courses and training.
- 4.9 To record all activity relating to the courses and seminars on which tutor.
- 4.10 To promote a recovery orientated environment by identifying recovery focused educational activities and imparting information and education as required.

##### *Team Role*

- 4.11 To contribute to development of the education provision and operational development of Recovery College Greenwich in line with the overall strategic direction.
- 4.12 To work collaboratively with other members of the team.

- 4.13 To engage with students who attend the recovery college to discuss available courses and support them with completion of booking forms, as needed.
- 4.14 To support the Training and Development Manager in development of the partnerships and tutor network, by implementing a tutor focus group which will develop the role and responsibilities of a tutor within the college.
- 4.15 To organise courses and seminars.

#### *Health and Safety Administration*

- 4.16 To work with the organisations designated Health and Safety Officer to ensure that the recovery college complies with Health and Safety policies and procedures.

### **5. General Terms of Reference**

- 5.1 Seek to improve his/her own performance, contribution, knowledge and skills, and participate in training and developmental activities as required.
- 5.2 Ensure the implementation of the Diversity and Equality policy statement.
- 5.3 Comply with Health and Safety policies and procedures.
- 5.4 Ensure the implementation of the policies and procedures.
- 5.5 Carry out other relevant duties, commensurate with the nature and grade of the post, as required.
- 5.6 Keep your learning and skills qualification and Continuous Professional Development up-to-date. If your qualifications or CPD is not kept up-to-date you will not be allowed to teach and this will affect your employment which may be terminated.

End

Post Note: Initially this role will be with Bridge Support but may TUPE over to the recovery college enterprise as a future date.

RECOVERY COLLEGE	PERSON SPECIFICATION <b>TUTOR</b>
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CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications/ Experience</b>	<ul style="list-style-type: none"> <li>• A full adult teaching qualification L3 in Education and Training or better (PTTLS, DTLLS, Certificate in Education, PGCE or equivalent). Experience of working with difficult to reach groups and communities</li> <li>• Experience of short course design</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Co-design/production</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of standard office administrative practices and procedures</li> <li>• Knowledge of training practice and co-production/delivery of courses</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of mental health</li> <li>• Understanding of supported learning</li> </ul>
<b>Skills/ Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent classroom skills</li> <li>• Excellent organisational and planning skills</li> <li>• Excellent communication skills – written and oral</li> <li>• Able to show initiative</li> <li>• Judgement and decision making skills</li> <li>• Attention to detail and accuracy</li> <li>• Unwavering commitment to confidentiality</li> <li>• Proficient computer skills and in depth knowledge and skills in MS Office Suite</li> </ul>	<ul style="list-style-type: none"> <li>• Project management software</li> <li>• Able to facilitate craft activities</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Awareness of equal opportunities best practice and implications in supporting service delivery</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to self manage and prioritise</li> <li>• Willing to be flexible and respond to priorities as required</li> <li>• Willing to undertake training, as required.</li> <li>• Awareness of Health &amp; Safety practice</li> </ul>	