

Job Profile Information: Lead Course Tutor (Avalon Project)

This supplementary information for *Lead Course Tutor (Avalon Project)* is for guidance for Job Level 3 Zone 1

Camden Way Category 3

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

The purpose of the role is to work with young people to offer a holistic support services that develop their personal and social skills and participation in society. The post holder would be expected to engage young people and support them to through a successful transition into adulthood.

Example outcomes or objectives that this role will deliver:

- To engage with young people to support their personal and social development through a process of formal and informal education by assessing their needs, developing and delivering with them appropriate packages support.
- To implement a youth work programme that meets the objectives of the Project curriculum and embeds accreditation, active citizenship and participation opportunities for young people.
- To lead on the course content and delivery, start to finish, of BTEC/vocational curriculum courses including writing assignment briefs, lesson plans, schemes of work, assessment planning schedules and internal verification.
- To use a variety of creative and innovative approaches to engage and enable young people's access to positive activities and services
- To identify and assess their risk and vulnerability accurately and to develop adequate measures to affectively address these risk.
- In partnership with a wide range of agencies, to deliver effective evidence based group or individual interventions/programme for young people who are at risk of anti-social behaviour / social exclusion and at risk of disengagement from education, training and employment.
- To maintain clear, precise and appropriate records on client information systems, in accordance with local standards and maintain confidentiality and data protection guidelines.
- To liaise effectively with schools and referral partners to ensure clear lines of communication are established and used to monitor attendance, behaviour and attainment

- To engage with SEND young people to support their personal and social development through a process of informal education by assessing their needs, developing and delivering with them appropriate packages support.
- Utilise effective planning, monitoring and evaluation techniques to assess the quality of the work being delivered, against quality assurance and local and national inspection frameworks, taking action when required to address work that falls below a satisfactory standard.
- Contribute to the development of team/ project/service plans and procedures for the service to ensure these reflect the needs of young people.
- Establish good relationships with young people, in order to identify their needs and ensure their engagement in the planning, organising, delivery and monitoring of the youth work programme.

People Management Responsibilities:

N/A

Relationships;

The successful candidates will work in partnership with other agencies and service providers to support young people and facilitate their development through a range of activities. This may include other services for young people and families within Early Intervention and Prevention and the Supporting People directorate, and external organisations we work in partnership with to offer a wider range of activities.

Work Environment:

- This role requires flexibility in order to meet fixed deadlines and competing priorities
- The role may involve working unsocial hours, including evenings and weekends.
- The role involves liaising with families of vulnerable young people.
- The public contact element of this role involves regularly coming into contact with people, some of whom may at times be challenging.

Technical Knowledge and Experience:

Essential Qualification:

- Level 3 and above qualification in Youth and Community work along with substantial experience of working with young people

Desirable Qualification:

- ACU commercial coach
- Member of an Auto Cycle Union affiliated club
- DI and/or D1+E licence entitlement
- PTTLS qualification or equivalent

Essential Knowledge:

- Understanding approaches to support young people's development, the purpose and methods of social and informal education and barriers to achievement.
- An understanding of current trends and policies influencing young people's services and integrated working within a multi-agency framework.
- Knowledge of data protection, safeguarding and child protection policies and procedures
- Understanding of the Council's Equal Opportunities Policy and legal requirements for anti-discriminatory practice.
- A good understanding of evidence and outcome based practices
- Good understanding of the Auto Cycle Union (ACU) best practice
- Competence in one of the following disciplines; Mechanical Maintenance, automotive repair, Electrical Maintenance, Welding, multi skills construction and have a willingness to achieve a teaching/training qualification.

Essential Skills:

- Proven ability in engaging with SEND young people, setting and maintaining clear boundaries, building relationships and positively influencing change.
- The ability to facilitate the personal and social development of young people through advice, support, guidance and through programme of activities.
- Ability to assess and identify needs, including risk and vulnerability and knowledge of measures to address these.
- Strong skills in developing, planning, monitoring and evaluating a programme of work appropriate to the different needs and abilities and interests of young people in a variety of settings, using different techniques.
- Ability to plan, monitor and evaluate work against national inspection frameworks and national / local performance indicators, and take direct action to address and improve work that does not meet quality standards.
- Ability to take responsibility for planning own work, consistently achieving and delivering to time, and quality despite tight timescales and conflicting priorities'
- IT literate and experienced in use of computer software including Adobe Acrobat Pro and PDF form creation

- Evidence of skills in measuring the effectiveness of programmes and short and long term outcomes for young people.
- Commitment to ensuring that council procedures and policies, including legal and good practice duties, valuing diversity etc are followed and implemented at all times.
- Ability to teach challenging groups and create learning resources
- Previously held lead internal verifier status by Pearson OSCA.
- Ability to teach off road motorcycling

Essential Experience:

- Experience of direct work with young people with learning difficulties and disabilities and their families in formal and informal networks i.e. one to one, group work and an outreach basis
- Experience of working with young people who are considered to be at risk, this will include young people who are at risk of crime and ASB, NEET, SEND, exploitation etc.
- Experience in designing new programmes for learning that can be differentiated for YP with additional learning needs
- Experience of effective assessment, planning and delivery of intervention programmes for young people.
- Experience of using a range of IT Systems.
- Experience of working with children, adolescents and their families within a diverse community.
- Assisted in the organisation of a motorsport event and/or taken part in off-road motorsport

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please select the attached [HERE](#)

Chart Structure

