



Inspiring Young People

Job Description

Post Title

Inclusive Learning Tutor

Grade

SCP 18 - 22

Responsible to

Team Leader

Responsible for

N/A

Context

Youth Connect South West (YCSW) was launched as a Public Service Mutual, limited company, and registered charity in the South West of England in November 2019 to provide a range of services primarily for the young people in the Bath and North East Somerset area.

Purpose of Job

Working as part of the YCSW Alternative Education Team, supporting young people aged 16-25 with SEND who cannot access mainstream education.

- Provide lessons in English or Mathematics, with students working at a range of levels, from pre-entry to Level 2.
- Assist with the planning of the Maths and English curriculum, either under direction of qualified tutor, or independently if qualified.
- Act as cover for when other tutors are unable to deliver the session.

Creating opportunities with young people to



Youth Connect South West Accountabilities and Responsibilities

1. **Classroom Support:** Provide targeted support to students with special educational needs (SEN), ensuring they can effectively engage with the curriculum.
2. **Lesson Assistance:** Assist in the preparation and delivery of lessons under the direction of a qualified tutor, including adapting materials to meet diverse learning needs.
3. **Independent Lesson Delivery:** Plan and deliver lessons independently for specific subjects or student groups.
4. **Small Group Instruction:** Lead small group instruction and provide one-on-one support as needed.
5. **Class Coverage:** Cover classes in the absence of other tutors, following pre-prepared lesson plans.
6. **Behaviour Management:** Help manage student conduct and maintain a conducive learning environment.
7. **Assessment Support:** Support the assessment, recording, and reporting of student progress.
8. **Parental Liaison:** Liaise with parents, carers, and external agencies regarding student progress and issues.
9. **Activity Organisation:** Assist with the organisation of learning activities and resources.
10. **Professional Development:** Participate in professional development opportunities to enhance skills and knowledge relevant to the role, with support provided for obtaining further qualifications such as the Diploma in Education and Training (DET).
11. **Invigilation of exams:** Supporting delivering of examinations.
12. **Supporting transition:** Where appropriate support the wider team in transition students on and off YCSW programmes.

Relationships

The post-holder is expected to develop and maintain positive relationships with individuals and organisations to ensure that YCSW can collaborate with others to deliver effective and good quality work with young people. In particular, the post-holder will need to have positive relationships with the following:

- **Internal** – Colleagues, Managers, and young people,
- **External** – Communities, voluntary sector, Colleges, and other education providers.

Working environment

- The post is based at the Southside Youth Hub, Radstock Youth Hub, remote working or in the B&NES community.
- It is essential that the post-holder can travel independently within Bath and North East Somerset and throughout the South West. A clean driving license is required to transport young people. It may be required to drive the company vehicle.

General expectations

- YCSW is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment and duty. It is an essential requirement that staff are aware of the safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns.
- It is a YCSW requirement that applicants for this post obtain a satisfactory DBS certificate. Staff also have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
- The post holder will be expected to adhere to YCSW equalities and health & safety policies and practices.
- The post holder will need the personal resources to work within a demanding environment and to support staff to do likewise.
- All staff are expected to show a commitment to their own professional development this will include training.

PERSON SPECIFICATION

Job Title: Inclusive Learning Tutor

Date prepared: December 2025

| Requirements | Essential | Desirable |
|---|--|---|
| <p>Qualifications and training</p> | <ul style="list-style-type: none"> • GCSE Maths and English at Grade 4/C or above or equivalent <p><i>And</i></p> <p>Qualifications in education, such as a Level 3 Diploma in supporting teaching and learning.</p> <p>OR</p> <ul style="list-style-type: none"> • Educated to Level 3 with relevant experience of supporting young people with young people with SEND, learning difficulties, disabilities, and complex needs. <p>Safeguarding training and experience of addressing safeguarding concerns in line with agreed procedures and protocols.</p> | <ul style="list-style-type: none"> • THRIVE training. |
| <p>Experience</p> | <ul style="list-style-type: none"> • Experience of supporting young people with SEND to enable their access into, and participation in, suitable education, training, and employment. • Experience of forming positive, supportive professional relationships with young people. | <ul style="list-style-type: none"> • Experience of working with young people with special educational needs, complex social, emotional, and mental health needs. • Experience of supporting young people with Education, Health, and Care Plans (EHCP), at Annual Reviews and other multi-agency meetings • Experience of preparing for adulthood pathways and other |

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| | <ul style="list-style-type: none"> • Experience of working effectively with young people from a diverse range of backgrounds and abilities • Experience of keeping accurate and up-to-date records according to data protection, information sharing and confidentiality protocols | <p>services that support young people.</p> |
| <p>Knowledge</p> | <ul style="list-style-type: none"> • Understanding the needs and challenges faced by students with special educational needs and disabilities (SEND). • Knowledge/experience of different learning strategies and implementing them, therefore creating a positive, accessible learning environment for all young people. | |
| <p>Skills & Abilities</p> | <ul style="list-style-type: none"> • Good literacy and numeracy skills, with functional skills Level 2 or equivalent in English and Maths. • Effective communication and interpersonal skills, with the ability to engage and motivate students. • Patience, flexibility, and a positive attitude towards working with young adults. • Proficiency in using technology to support learning and track student progress. | |

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| <p>Other job information</p> | <ul style="list-style-type: none"> • Willingness to engage in further professional training and development, with support provided to obtain qualifications such as the Diploma in Education and Training (DET). • (The ability to cope with the duties and responsibilities of the post and the associated environment. External candidates may be subject to a satisfactory medical questionnaire) • Please note that your holiday allowance is to be taken during college breaks with five of those days being taken during term time if requested. | <ul style="list-style-type: none"> • Flexible in approach to working pattern. |
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Youth Connect South West Values

- Keeping young people safe – working in the best interests of young people and putting them at the centre of everything we do.
- Collaboration – working with families, communities, and other stakeholders to make things better for young people.
- Meeting expectations – going “the extra mile” to support young people.
- Inclusion – being there for all of those who need us.
- Determination and creativity – modelling the importance of trying new things, continually learning, and never giving up.