**Dv8 Sussex – Job Description 17/18**

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| **Job Title** | **INTERNSHIP PROGRAMME TUTOR** |
| **Responsible to**  | **WBL Course Leader** |
| **Location** | **Bexhill** |

**Start date:** w/c 22nd January 2018

**Pay and Hours**: £116 per day.

**Contract type:** FreelanceFixed term. Until 31 Jul 2017. (To be reviewed annually in line with funding and programme requirements)

**Days**:
33 Days from 22 January to 31 July. 30 Days classroom teaching and course co-ordination.

**Working hours:** 9.15am – 5.15pm with one hour lunch break.

**Job purpose:**

To lead on the delivery of DV8’s creative internship programme: *Putting Creative Learning to work.*

A successful candidate will be passionate about supporting young people to be successful in the digital workplace; to develop valuable skills for getting in and getting on at work. The candidate will be able to engage and inspire the young people to develop a range of skills including Digital Marketing, Presentation Skills and Media Production as well as being able to work in a team and work to a brief. Our aim is to ensure the young people are prepared to be successful, confident and ready to thrive in the world of work.

The Internship programme is the forefront of DV8’s work-based-learning programme. DV8 prides itself on its quality relationships with innovative employers across creative, digital and visitor economy in Brighton and East Sussex. This role would suit an enterprise focussed individual motivated by seeing young people succeed going into work, and SMEs develop their staff and capacity.

The role would suit a candidate with a background in digital skills training, with experience of delivering training in problem solving and project-based working.

**Summary of role:**

The successful candidate will be working with a cohort of ten 16 – 18 year olds, delivering the digital and creative employability skills for the workplace, and to manage and support students in work placements with local employers.

The tutor will be working on an induction programme working with students on an *Indispensable Intern* induction programme getting them ready to go into a work-placement for up to 18 weeks.

The tutor will co-ordinate the pairing process, matching students with employers signed up to the programme.

When at work the tutor will work with the students one day per week at DV8 centre, setting challenges for the students to explore their workplace; to develop new skills and work towards a final project presentation at the end of the placement.

Students will also be supported to develop their English and Maths Skills, both through embedded, practical application on the project as well as through training and support in liaison with Dv8’s existing maths and English teachers.

Our tutors use their practical experience within their creative industry to inspire and motivate our students. Dv8 Sussex prides itself on project-based learning, with real outcomes and opportunities to showcase success and innovation.

**Company outline:**
Dv8 Sussex specialises in delivering innovative training for young people in creativity and media related topics, all taught by industry professionals and designed to provide a real skills for working in a creative environment.

We recognise the strengths of learning through doing something that is challenging, inspiring and fun. The young people on our courses are supported to progress into employment, apprenticeships or further education following their time with us. All courses contain qualifications embedded within activities and projects as well as targeted support for English and Maths.

Dv8 Sussex is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check.

**Key Duties Associated with the job role**

1. Design and deliver inspiring creative and digital skills projects throughout the programme covering Digital Marketing, Media Production and Employability
2. Lead on teaching, learning and assessment on the programme: assessing and feeding back on work completed, tracking students progress across qualification and work based learning.
3. Act as a key liaison through the programme with employers to ensure learners are progressing within the workplace and employers feel supported through the programme.
4. Using industry links and experience, create an exciting, engaging and relevant programme for our students.
5. Using industry links and experience, bring in guest speakers and organise enrichment trips relevant to the course.
6. Ensure students are supported to achieve all main course aims and successfully complete their work placement
7. To take a lead role in maintaining attendance and retention of students.
8. Establish and maintain positive relationships with young people and provide advice and support at all times.
9. Support the initial assessment process to identify each learner’s appropriate level of learning and Maths & English levels and liaise with DV8’s English and Maths tutors to support the Functional Skills element of the programme where appropriate.
10. Ensure that each student’s learning journey is monitored and supported through the completion of an Individual Learning Plan (ILP) and termly reviews are completed thoroughly in a timely manner.
11. Ensure that safeguarding of learners and staff at Dv8 is paramount at all times.
12. Ensure all quality assurance, course review and improvement processes are followed and that quality improvement plans are implemented within programmes.
13. Ensure that Dv8’s Equality & Diversity policies, procedures and initiatives are actively promoted to all staff and learners at all times

**Skills required for post**

Essential Criteria

1. Hold a level 4 teaching qualification or be willing to enrol on training to achieve this. (this can be offered by Dv8 free of charge if delivering on the programme)
2. Experience of working within the Creative and Digital Sector
3. Experience of delivering learning in an educational environment
4. Ability to teach across variety of Media, Marketing and Employability areas.
5. Ability to plan, deliver and assess engaging and effective and adaptable programmes of learning.
6. Ability to build positive relationships with young people.
7. Effective skills in managing classroom behaviour and creating firm boundaries.
8. Awareness of safeguarding issues affecting young people.
9. Willingness to develop own professional capacity and evaluate practice.

Desirable Criteria

1. Prior Experience of working with 16-18 year olds
2. Ability to teach across variety of Media, Marketing and Employability areas.
3. At least 2 years experience of delivering accredited learning
4. Experience of working in Further Education and/or Creative Vocational Education.
5. Youth work, IAG or counselling qualifications