Title: Employability Skills Tutor

Location: We are based at Surrey Research Park, Guildford, GU2 7YG but the role will require you to travel to schools in our area of operation (Surrey, North East Hampshire, East Berkshire and South-West London).

Hours: Part-Time – 3 or 4 days a week (term time plus two weeks spread throughout the year). There will be a requirement for occasional work outside of normal business hours.

Remuneration: £18,000 - £25,600 per year (FTE £32,780 - £34,965 per year)

About Us

SATRO is an education and skills charity based in Surrey, working across Surrey, Hampshire, Berkshire and South West London.

Our purpose is to raise the aspirations of young people for their future careers, and through access to inspiring people from a wide range of businesses help them develop the skills and confidence to pursue their goals.

STEM is at the heart of what we do, and we define this broadly because of the importance of a variety of different roles to making these businesses a successful part of our regional economy.

Through hands-on workshops, mentoring, vocational training and employability programmes, SATRO connects schools with employers and volunteers to build essential skills, confidence and aspirations for students of all abilities and backgrounds.

About You

You should be enthusiastic, creative, a great communicator, adaptable, and comfortable working with young people in the full range of educational settings.

You will be encouraged to bring ideas to the table, work collaboratively, and play a part in shaping our future.

You should also share our sense of purpose.

About the Role

The Employability Tutor will prepare students (predominantly ages 11 to 16) for their futures after education by enabling them to acquire and develop key transferable skills, confidence and experiences of the workplace that they will need to make more informed decisions.

You will deliver engaging, interactive workshops and challenges in schools aimed at developing students' essential employability skills, building their confidence, and increasing their understanding of the variety of career pathways available. There will also be opportunities for you to design and deliver new workshops and challenges to meet these aims.

Key Responsibilities:

- Plan and deliver engaging and interactive workshops and challenges which help students to acquire and develop a range of employability and transferable skills including communication, planning, teamwork, critical thinking and problem solving.
- Support the involvement of business volunteers to help achieve the aims of the activites and provide opportunities for students to learn about careers and pathways, as well as employer expectations of behaviours and attitudes in the workplace.
- Develop and adapt resources to suit different learning styles and abilities.
- Organisation of workshops including communications with schools about bookings, any technical or logistical details (for example IT access) with volunteers and, working with the team coordinator, ensure that required materials are prepared for the session.
- Working collaboratively with the wider team, and where appropriate external partners, support workshop design and development.
- Maintain accurate records of attendance, progress, and outcomes.
- Promote safeguarding and ensure the welfare of all learners in line with organisational policies.
- Support marketing and communicatitons activities by providing material and case studies based on your delivery activities for newsletters, social media posts and impact reports.

Person Specification:

Essential:

- Experience working with young people, ideally in an educational or youth work setting.
- Creative and with experience of designing and delivering workshops or other training activities.
- Strong understanding of employability skills and career pathways and how they apply to young learners.
- Excellent communication and interpersonal skills.
- Ability to present in an engaging and clear manner to a range of audiences and adapt the content as necessary.
- Ability to engage and motivate learners and manage the learning environment.
- Knowledge of safeguarding procedures and commitment to promoting the welfare of young people.
- Driving licence and own vehicle

Desirable:

- Experience delivering employability or personal development programmes or teacing experince.
- An interest in STEM.
- Familiarity with local labour market trends and youth employment initiatives.

What We Offer

- A supportive and passionate team environment.
- Opportunities for professional development.
- Flexible working arrangements.
- 28 days annual leave plus Bank Holidays (pro rata)

Safeguarding

As an organisation that works with young people and in schools, we follow the Safer Recruitment in Education process so all applicants need to complete an application form.

The successful applicant will be required to have an enhanced DBS check.