



Childcare Tutor
CANDIDATE BRIEF

JOIN THE **PURPLE** REVOLUTION
TRANSFORMING LIVES THROUGH LEARNING



Learning Curve Group (LCG) is one of the UK's leading providers of high-quality skills training, providing education and training nationally. For over 16 years LCG has delivered a wide range of training solutions to meet the needs of employers and individuals – from apprenticeships and diplomas to short courses and vocational certificate programmes.

Our 'Purple People', the dedicated and passionate people of LCG, help us to deliver success no matter what, to achieve our vision to 'transform lives through learning'.

Why Purple?

You might have already guessed but Purple is our favourite colour – it has been since we opened in 2004. Our love for Purple has grown over the years with many of our amazing staff saying, "If you cut me in half, I'd bleed Purple!"

– in fact the more diverse our workforce is, the better! You become a Purple Person by living and breathing our core values – we'll talk more about them shortly!

Beyond the values it's about what you do every day that makes the difference.

Purple People are inquisitive and ask the right questions that help you learn something new every day. It's about working hard and being kind to those around you – making sure we help each other to reach our potential. What we ask of our Purple People the most though is that you LOVE what you do and have fun while you're doing it. But when you're transforming lives through learning, enjoying your job is the easy part!

Take a look at our mission, vision and values so you can start to see how you'll slot in.

ABOUT LEARNING CURVE GROUP

Vision

Transform lives through learning

Values

- P** PASSIONATE - We're passionate about everything we do, especially creating as many opportunities as we can for both young people and adults to gain new skills.
- U** UNSTOPPABLE - We are committed to continually exploring ways to improve the service that we offer for the benefit of our learners, partners, and employers.
- R** RIGHT - We endeavour to be open, honest and fair in our dealings with learners, employers, partners and stakeholders. We also aim to get it right first time.
- P** PARTNERSHIPS - We continually strive to deliver excellence through strategic and sustainable partnerships with a wide range of FE organisations, employers and wider stakeholders.
- L** LEARNERS - We keep our learners at the centre of everything we do and we are driven by the desire to provide life-changing opportunities for them.
- E** EMPOWERED - We are passionate about supporting Purple People at all levels, empowering them to realise their full potential and progress.

ABOUT THE ROLE

Location	Field Based - London
Employment Type	Permanent
Hours & Working Pattern	Monday - Friday, 09:00 - 17:00
Salary	£27,000 - £30,000

OVERVIEW

Our Employability team generally work with adults who are further away from the employment market and support them in gaining a qualification but also boosting their confidence and other soft skills. Our LCG head office is based in County Durham, but our Employability provision operates nationally!

This role requires a highly motivated and self-driven person to deliver teaching, learning and assessment to learners on Learning Curve Group, Employability courses. Tutors will have recent experience in the vocational sector relevant to the course; they will be sensitive to the support needs of unemployed learners within the local community looking to develop the confidence and skills necessary to progress to further education or employment. The tutor will take full responsibility for the effective running of the course and the associated administrative duties in accordance with the funding regulations.

You will need these important qualities:

- A genuine desire to help unemployed learners transform their lives
- The ability to inspire and mentor adults to achieve.
- Excellent interpersonal communication skills.
- Good administration skills
- Appropriate classroom management
- Appreciation of the needs of unemployed learners

DUTIES

- Deliver a timetable of teaching, learning and assessment as agreed with the Tutor Manager
- To undertake qualification delivery planning in collaboration with team members that is compliant with all external requirements
- Ensure that support systems are provided to facilitate positive retention, achievement and progression
- Completing the e registers in a timely manner to the required standards
- Monitor attendance and performance of the learners on an ongoing basis and effectively report to management
- Learner requirements are dealt with quickly and effectively
- To deliver teaching, learning and assessment ensuring a positive learner experience and timely achievement.
- To ensure ILPs and progress reviews are completed appropriate to individual learner requirements, including the setting of smart targets
- Timely completion of assessment and documentation to meet awarding body, audit and organisational requirements
- Submit portfolios in a timely manner for interim and summative verification and work with the IV to ensure quality improvement
- Undertake appropriate learning and development activities as required for the job role and maintain a record of all CPD.
- Contribute where appropriate to learner disciplinary action requirements
- Attending standardisation and team meetings at designated centres to develop team and individual performance



- Promote and ensure safe working practices and safeguarding of learners in-line with current Health and Safety legislation and LCG Safeguarding and Prevent policies.
- Conduct your role in line with the company values and expected behaviours.
- Implement and comply with the Safeguarding and Health and Safety Policies
- Ensure the maintenance of confidentiality and professionalism at all time
- Promote equal opportunities and recognition of diversity throughout the company

ESSENTIAL CRITERIA

We love to develop our people so even if you don't meet 100% of the essential criteria, we strongly encourage you to apply.

- Hold a Level 3 teaching qualification or be working towards one
- Occupational competency within the Childcare sector – for example, Nurse Manager or an alternative Childcare setting
- Relevant L3 Childcare sector qualifications

Will I manage people?

Is driving essential?

Can this role be performed remotely?

How often will I be required to travel? Weekly

Induction

We know starting a new job can be daunting which is why you will have a structured training plan for your first few weeks set out by your manager, and specific to your role. Where possible, you will spend a day or two at our amazing HQ to pick up your equipment, uniform and get to know some of your colleagues!

Safeguarding

Learners are at the centre of everything we do – it's because of that we'll need references from your previous employer(s) and maybe even a DBS (dependent on your role!)



WHY WOULD I WANT TO WORK HERE?

Aside from our amazing staff, there are some pretty great reasons to want to work for Learning Curve Group. We hold a range of impressive accolades awarded by external companies in relation to staff engagement and culture.

Best Companies

We have not been listed as one of the top 100 companies to work for THREE times! In the Q2, 2021/22 survey, we placed:

- 37th in top 100 companies to work for,
- 8th in the North East's best companies to work for
- 4th in the Education and training best companies to work for

We are so proud of this achievement because it is the feedback from staff surveys that resulted in these results meaning our people are happy and engaged.

Investors in people

Since 1991 Investors in People has set the standard for better people management and Learning Curve Group are delighted to hold the prestigious Gold Standard Award. Our IIP accreditation provides assurance that we invest in our staff and as celebrated in our last report, have strengths in relation to reward and recognition.

We Listen

Employee feedback is hugely important to us and is why we have so many forums for you to have your say, ask brilliant questions or give creative and new ideas!

- ✓ Keeping in Touch (KIT) Meetings are held every two months where a rep from every team across the business down tools and chat to our CEO, Brenda. It's a fantastic opportunity to be nosy and ask those burning questions.
- ✓ CEO Briefings are held every other week via our Facebook workplace and are very popular amongst the Purple Family. Brenda takes the time out to Welcome new starters, update us on any changes in the business or sector and most importantly celebrate all successes great and small
- ✓ Great ideas is another fantastic way for you to have your say. It might be a suggestion to improve a process, or the way we work. No matter how big or small, all ideas are welcomed

We are diverse

You're unique – and we love that about you. As an equal opportunity employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Don't just take our word for it though! Our commitment to a number of covenants and pledges will show you just how serious we are about equal opportunities for all:

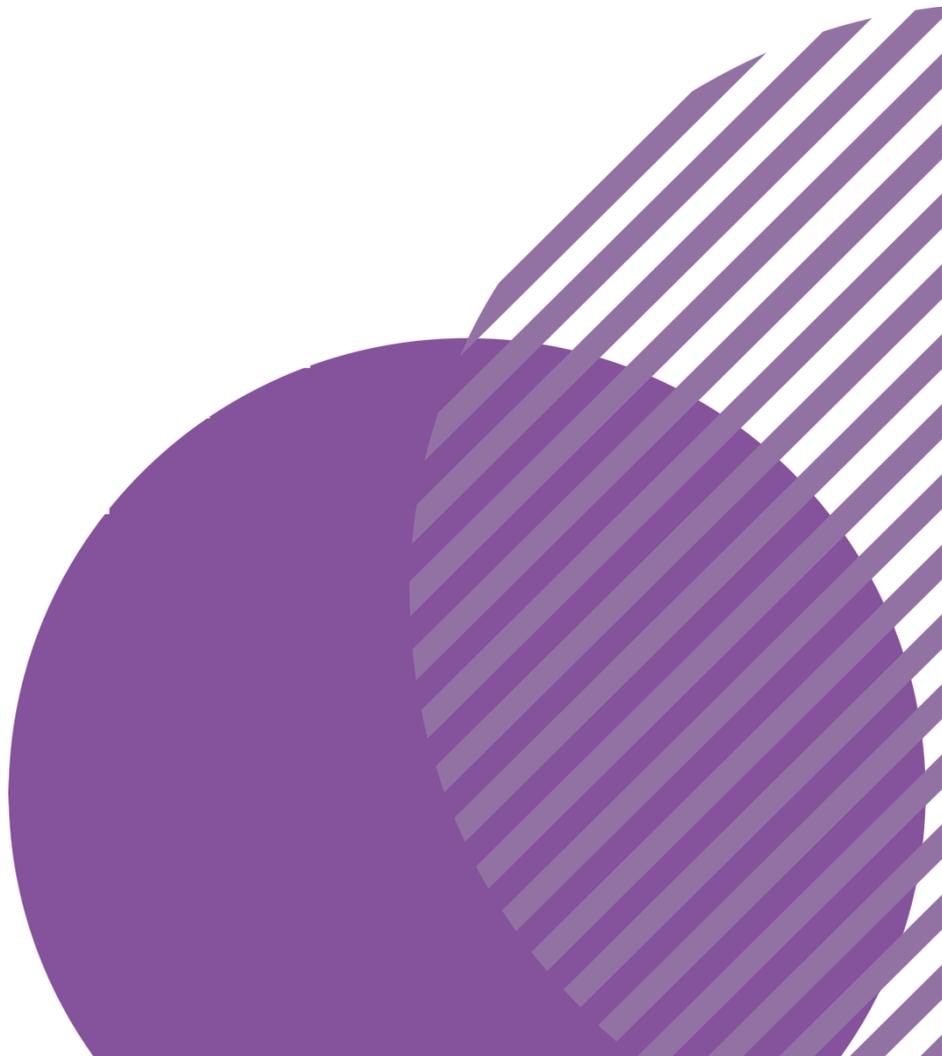
- ✓ Disability Confident Employer
- ✓ Armed Forces Covenant Silver
- ✓ Domestic Abuse Covenant
- ✓ Durham Enable
- ✓ Care Leaver Covenant



We want you to succeed

Imagine a training provider that doesn't support staff development!? Luckily that's not us, and at every opportunity we will encourage you to develop your knowledge and skills. As part of the "Purple People Academy" you can access a wide range of resources:

- Mandatory CPD
- Flexible Learning
- Apprenticeship Programmes
- CPD
- Leadership and Management courses
- Learning and Development Library
- Webinars, Seminars and Podcasts
- Careers Guidance
- Links to Professional Bodies and Forums

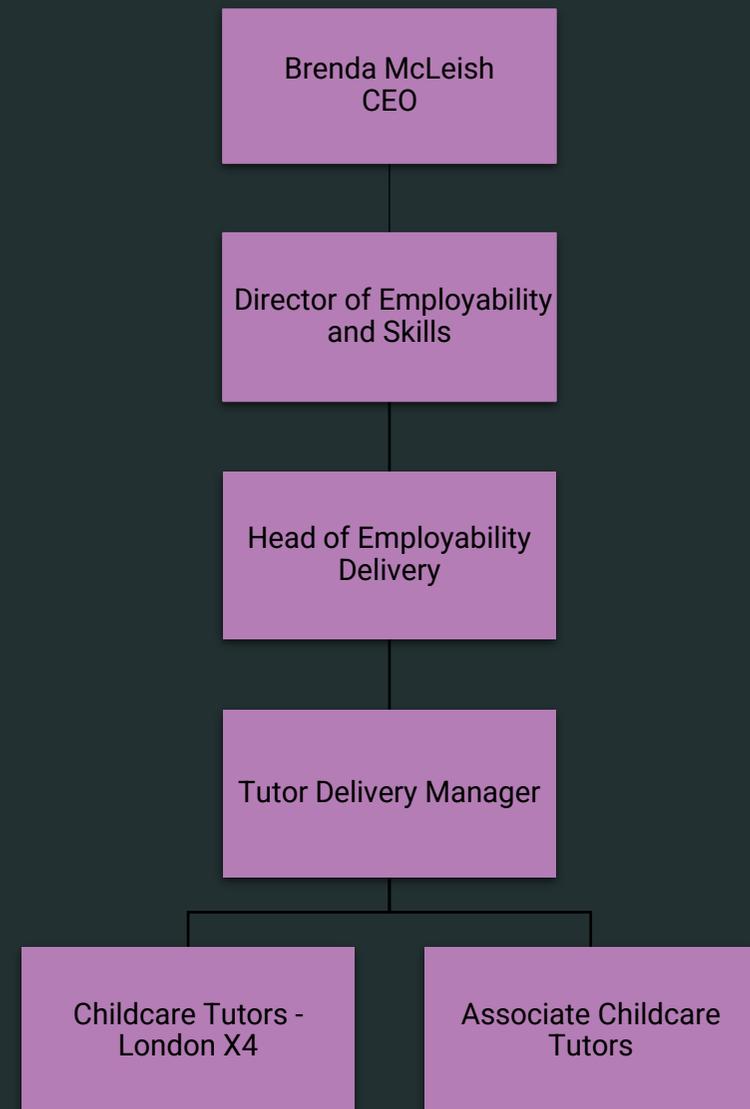


WHERE DOES MY ROLE FIT IN?

As a tutor will play an integral part in the national delivery of our Employability provision. Yes, that's right, national! We operate from the borders of Scotland down to London, delivering a wide variety of courses including but not limited to **Health & Social Care, Childcare, Counselling, Customer Service, Business Admin, Facilities, Arts & Crafts, Construction, Taxi, Security and Functional Skills.**

Your sessions will be engaging and interactive, delivering in a classroom environment to cohorts of learners. As we work with different communities and referral partners, our reach is across London.

WHAT DOES MY TEAM LOOK LIKE?



PURPLE PERKS

There are lots of great reasons to want to work at Learning Curve Group but we think our benefits make working here even extra special! Here's a snippet of what becoming a purple person gets you but you can view our full benefits booklet [here](#):

 <p>Cycle to Work Scheme Staff can apply to join the cycle to work scheme.</p>	 <p>Extra Leave Days Staff can buy or sell up to 5 days extra annual leave.</p>	 <p>Social Events Staff get to enjoy company parties every year.</p>	 <p>Dress Down Fridays Every Friday staff do not need to wear uniform and can donate £1 to charity.</p>
<p>2YR</p> <p>2 Years Service Staff who have passed 2 years service receive 2 extra days annual leave.</p>	 <p>Health Insurance All staff have access to the Simply Health Plan.</p>	 <p>Amazing Annual Leave Staff are entitled to 26 days annual leave plus 8 bank holidays. You can benefit from 44 days off from long service awards and buying holidays.</p>	 <p>CPD Opportunities There are lots of opportunities to gain new skills and progress at LCG.</p>
<p>5YR</p> <p>5 Years Service Staff who have passed 5 years service receive 2 extra days annual leave.</p>	 <p>Fizz Fridays After achievements we celebrate together on a Friday afternoon.</p>	 <p>Christmas Shutdown The business shuts down for a week over the festive period so you can spend time with loved ones.</p>	 <p>Charity Ball LCG host a themed annual charity ball each year which staff can get involved in.</p>
<p>10YR</p> <p>10 Years Service Staff who have passed 10 years service receive 1 extra day annual leave.</p>	 <p>Tea and Coffee Tea and coffee is provided free of charge across all sites for staff.</p>	 <p>Performance Awards Staff can earn vouchers and other prizes for outstanding performance.</p>	 <p>Great Ideas We have a Great Ideas inbox for staff to submit any ideas that will improve the business.</p>
 <p>Uniform Allowance All staff are given 3 free pieces of uniform.</p>	 <p>Early Finish Fridays On the last Friday of every month staff can benefit from a 4pm finish.</p>	 <p>Welcome Box New starters will receive a welcome box that includes LCG goodies!</p>	 <p>Annual Staff Conference LCG host an annual conference for all staff from across the country and the business to get together.</p>

