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Charity No. 273924



## Fairfield Trust Job Description and Person Specification

Job title: <b>PMLD (Skills for Life) Tutor</b>	
Work base: <b>Fairfield College, Dilton Marsh</b>	Team: <b>Education</b>
Hours of work: <b>Full Time – 36.25 hours per week</b>	Salary: <b>£33,458.75</b>

### Safeguarding

Fairfield Trust is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Trust agreed child and adult protection procedures will be followed.

All posts involving direct contact with young people, children and vulnerable groups are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Ministry of Justice website](#)

For all roles that involve regulated activity, a DBS check will be required before appointment is confirmed.

### Job context and purpose

Fairfield Trust is a local independent Charity, the core business areas are an independent specialist college for young people with learning difficulties and disabilities; residential and care services and a series of commercial ventures; including a pub, an animal park, a café, and shop.

The Trust's mission is: **To enable young people to live and work without barriers**

- Our 5 agreed values are:
- Teamwork:** We hold ourselves and each other to account, and are better when we work together
  - Compassion:** We act with trust, honesty and kindness in everything we do
  - Inclusion:** We treat each other fairly and with respect
  - Innovation:** We encourage thoughtful, creative and aspirational ideas
  - Pride:** We encourage each other to be proud of who we are and what we do

Our Skills for Life programme is aimed at young people with highly sensory needs and a range of PMLD. It operates from one our houses located in the village of Dilton Marsh, which has been converted into a Skills for Life Hub. The programme is highly personalised and uses the principles of RARPA.

The role of PMLD Tutor will lead a small team of Learning Support Assistants, developing learning opportunities that broaden Skills for Life, work towards EHCP outcomes and also engage and access the wider community and the world of work. Learners benefit from greater levels of support, specialist interventions and therapies and the staff team are highly trained to support young people and often develop specialist skills such as autism awareness, Makaton and PECS/AAC. The group generally work together with a close team and will cover subjects like money management, personal safety, accessing the community, leisure activities, problem solving and working as a team.



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The role of PMLD Tutor is key to providing structure and support for young people with highly complex health, communication and learning needs. You will be experienced in a range of skills and expertise that support learning of young people with PMLD and be conversant with how to plan for, and deliver, high quality training for young people with highly sensory and profound needs.

You will have experience of working with a range of young people and be able to demonstrate highly skilled and creative learning opportunities that are differentiated and can demonstrate a good understanding of RARPA.

You should have a track record of achieving excellent outcomes in teaching. You must be able to lead and develop the curriculum area in line with latest government policy. You will be responsible for evidencing learner progress and outcomes.

Additionally, you will be self-motivated and be able to work independently and prioritise workload. You will work as part of the Learning Team which consists of teaching and learning support staff. The post reports to the Education Manager.

All Trust employees will be required to submit a DBS application, at the appropriate level for the role, prior to employment being confirmed.

## Main duties

- To prepare, deliver, and evaluate the Foundation curriculum across the college. This is currently following the principles of RARPA
- To teach a range of life skills subjects to groups of learners that have a range of learning disabilities. This includes the production of associated schemes of work and session plans
- Plan for highly structured teaching, use visuals and strategies to engage young people proactively in learning
- To carry out administrative and recording tasks related to the curriculum area, in line with college quality policy and procedures
- To support young people visiting the college for assessment and feedback to Admissions Manager in line with college admissions policy and procedures
- To develop appropriate teaching and learning materials and resources to support learning within the specific curriculum area
- To develop and ensure appropriate assessment of learners' work in accordance with college and awarding organisation standards
- To keep abreast of new developments in the subject area, including links to employment and ensure that the delivery of the subject reflects current industry practice
- To be responsible for recording and monitoring learner start points and learner progress throughout the programmes of study delivered via college systems and processes
- To be responsible for learner outcomes across the curriculum area including success, retention and achievement outcomes
- To work as part of a multi-disciplinary staff team to ensure that learners gain the maximum benefit from their programme of study at the college
- To be part of the delivery team offering learners the opportunity to participate in extracurricular and enrichment activities, including delivery of holiday workshops
- To act as personal tutor for a group of learners in line with requirements of the college tutorial policy
- To lead annual reviews and chair EHCP reviews where required
- To work at all times within the framework provided by the College's policies and procedures
- To be fully conversant with and implement the college's Safeguarding policy and procedures to ensure the health, safety and welfare of all learners and staff



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- To attend staff meetings and mandatory staff training and development days to ensure that the college continues to maintain the standards required by its various funding bodies
- To liaise effectively with managers and staff across the college, to ensure that a high-performance culture pervades the organisation and underpins the values and aims of the organisation
- To liaise with non-teaching staff for record keeping, particularly linked to learner tracking and budgetary and financial aspects of the curriculum area
- Work with managers to ensure that policies and procedures are regularly updated and meet the needs of the organisation
- Any other duties which may reasonably be requested

### **Supervision / Management of people**

Lead a small team of Learning Support Assistants, i.e. leading weekly Foundation team meetings.

### **Contacts and relationships**

The post holder will:

- Report to the Education Manager

This role sits within the Education Team.

### **What we offer - Employee Benefits**

- There is a pension scheme available for eligible staff
- Free entry to Fairfield Animal Centre for 2 adults & 2 children
- 10% discount at The Weavers pub
- Discounted staff lunches in the Student Canteen (College Site)
- Corporate Eye Care Scheme
- Training & Development opportunities

### **Information technology**

Daily use of electronic devices and computers which will require excellent ICT skills. This will include using, Microsoft Office packages, SchoolPod (MIS), web-based software such as Evidence for Learning, smart boards and interactive learning tools.

### **Financial responsibility**

Always ensure effective use of resources and value for money is secured for the Trust.

### **Health and Safety**

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions. You will be responsible for risk assessing, reviewing, and monitoring all aspects of your work.



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## Equality and Diversity

You are required neither to discriminate against nor harass or victimise colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

## Records management

You are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information.

You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy, and promptly reporting all breaches, or potential breaches of security to the Principal.

## Other duties

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.

## Authority to work in the UK

You must have the legal authority to work in the UK. You must have the relevant approval to work in the UK from the UK Border Agency or relevant documentation. Copies of all documents provided by you as proof of identity are retained for our records; by providing these proofs the Trust will treat this as your consent for this to happen.

## Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
<b>Alignment With our values</b>	Commitment to demonstrating the organisations values and behaviours in their work: <b>Teamwork:</b> We hold ourselves and each other to account, and are better when we work together <b>Compassion:</b> We act with trust, honesty, and kindness in everything we do <b>Inclusion:</b> We treat each other fairly and with respect <b>Innovation:</b> We encourage thoughtful, creative, and aspirational ideas <b>Pride:</b> We encourage each other to be proud of who we are and what we do	



<p><b>Qualifications or equivalent level of skill or knowledge</b></p>	<ul style="list-style-type: none"> <li>• Recognised teaching qualification such as PGCE, BA, QTS or post 16 full teaching qualification e.g. Cert Ed/DTLLS</li> <li>• Knowledge of specialist training in             <ul style="list-style-type: none"> <li>– PECS</li> <li>– Makaton</li> <li>– Attention Autism</li> <li>– Augmentative technology</li> <li>– Communication skills</li> <li>– Widget or social stories</li> </ul> </li> <li>• Familiar with the principles of RARPA</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist training and qualifications such as systematic Instruction or TEACCH training</li> </ul>
<p><b>Experience of</b></p>	<ul style="list-style-type: none"> <li>• Working in a PMLD setting</li> <li>• Delivering independence and life skills to young people</li> <li>• Differentiating and adapting learning for young people to maximise engagement</li> <li>• Working with young people with learning disabilities</li> <li>• Leading/chairing EHCP Meetings/Annual reviews</li> <li>• Working with young people with highly sensory needs</li> <li>• Assessing criterion-based qualifications</li> <li>• Using online systems linked to setting, monitoring and tracking learner progress and outcomes</li> </ul>	
<p><b>Management of people</b></p>	<ul style="list-style-type: none"> <li>• Ability to offer guidance and support to other staff members</li> <li>• Prepared to lead a small team of Learning Support Assistants / colleagues</li> <li>•</li> </ul>	
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• Highly organised with a can-do attitude</li> <li>• To be highly personable with excellent communication skills</li> <li>• To be self-motivated and an enthusiastic self-starter with an entrepreneurial outlook</li> <li>• To show an understanding of the importance of working within strict Health and Safety guidelines</li> <li>• Ability to work as part of a multi-disciplinary team and on own initiative</li> <li>• To have a full driving licence and a willingness to drive college vehicles</li> <li>• Be resilient and able to demonstrate pragmatism</li> </ul>	
<p><b>Personal qualities and motivation</b></p>	<ul style="list-style-type: none"> <li>• To be honest, trustworthy, and reliable</li> <li>• Highly motivated and able to motivate others</li> <li>• Able to work with a variety of colleagues and clients from different professions and backgrounds</li> <li>• A willingness to undertake further professional training if required</li> </ul>	



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<b>Literacy, numeracy, and IT</b>	<ul style="list-style-type: none"> <li>• Level 3 or equivalent in English and Maths</li> <li>• ILT literate</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Displays a commitment to the protection and safeguarding of young people</li> <li>• registered with appropriate professional and safeguarding bodies</li> <li>• Takes action and raises concerns</li> <li>• Forms appropriate relationships and maintains professional boundaries at work</li> <li>• Works within organisational policies, procedures and guidance at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Up-to-date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children and vulnerable adults</li> </ul>

Suitability of shortlisted candidates will be assessed at interview using a combination of values-based recruitment techniques; a formal interview and/or a supervised observation or practical session where applicable.

Should you require any reasonable adjustments to the application process, please speak to a member of the HR team.

The closing date for this post is **Wednesday 27<sup>th</sup> November 2024 at 9.00am**

Interviews will take place on **Tuesday 10<sup>th</sup> December 2024**

We would welcome applications made via the Trust Application Form, available on our website; <https://fairfieldtrust.org.uk/jobs/>

**Please note that we will not accept CVs.**

*We reserve the right to close the advert early if sufficient applications have been received.*

This job description and person specification created November 2024

**Fairfield Trust is an Equal Opportunities employer  
A charity for the advancement of education for young people with learning disabilities**