



FAIRFIELD
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Charity No. 273924



Fairfield Trust Job Description and Person Specification

Job title: Tutor - Employability and Skills for Work	
Work base: Fairfield College, Dilton Marsh	Team: Education
Hours of work: 36.25 hours per week (Mon-Fri)	Salary: £36,757.50 per annum

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](#)

This role involves 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, and an animal park which are both run by young people with learning difficulties.

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

Following a comprehensive review of curriculum design and cohort needs, the organisation is introducing new educational pathways designed to deliver highly bespoke and personalised learning experiences. These programmes will offer young people the same high-quality opportunities available across our existing courses, with a stronger emphasis on individual development, independence, and preparation for employment.

Guided by the principles of RARPA (Recognising and Recording Progress and Achievement) and a fully individualised *Skills for Work* curriculum, the programme aims to support learners in achieving their personal and employment goals, empowering them to live and work without barriers.



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The newly appointed Tutor will lead this self-contained programme, taking overall responsibility for learners' daily education, timetabling, and pastoral support. The Tutor will oversee learner welfare, monitor and report on EHCP progress, and coordinate annual reviews. Working closely with the Employment Manager and Careers Leads, the Tutor will also contribute to the delivery of employability and careers sessions.

This role requires an experienced and adaptable professional with a strong background in special education and a proven ability to deliver highly individualised learning programmes. The postholder will act as a personal tutor to a designated group of learners and contribute to planning, quality assurance, and the annual review process, including monitoring progress through digital tracking tools.

The successful candidate will demonstrate creativity and innovation in teaching, an excellent record of learner achievement, and the ability to design and deliver curricula aligned with current government policy. As a key member of the Learning Team, the Tutor will work collaboratively with teaching and support staff while maintaining the ability to work independently, prioritising tasks and managing workload effectively.

This is a term-time-only position, requiring 38 working weeks each academic year between 01 September and 31 August. No work is required outside of term dates.

Main duties

Teaching, Learning and Assessment

- Plan and deliver high-quality, engaging learning sessions that are fully bespoke and personalised to meet the individual needs of learners.
- Design and implement structured teaching strategies, including the use of visuals and proactive engagement methods, to promote active learning.
- Develop tailored learning programmes that enable learners to make excellent progress and close identified gaps in their knowledge and skills.
- Create, adapt, and maintain high-quality teaching and learning materials and resources relevant to the curriculum area.
- Assess, record, and report on learner progress in line with college policies, procedures, and awarding organisation requirements.
- Monitor and evaluate learner starting points and progress using college systems to ensure strong outcomes across success, retention, and achievement metrics.
- Work collaboratively with the Examinations Officer to coordinate and lead examination arrangements in accordance with regulatory requirements.

Curriculum Development and Quality

- Contribute to the ongoing development of the curriculum, ensuring that delivery reflects current industry practices and is aligned with college and national standards.
- Keep up to date with developments in the subject area, pedagogy, and sector policy, embedding best practice into teaching and learning.
- Undertake administrative, planning, and record-keeping tasks in line with college quality policies and procedures.
- Participate in quality assurance processes, including self-assessment, curriculum reviews, and the development of improvement plans.

Learner Support and Pastoral Responsibilities

- Act as a personal tutor to a designated group of students, providing guidance, pastoral support, and coordination of EHCP reviews where applicable.
- Work effectively as part of a multidisciplinary team to ensure each learner benefits fully from their programme of study.



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- Liaise with managers, teaching, and support staff to ensure effective communication and a consistent approach to learner support and progress tracking.
- Promote a positive and inclusive learning environment that supports learners' personal development, well-being, and employability.

Safeguarding, Compliance and Professional Conduct

- Adhere to and promote the college's Safeguarding Policy, ensuring the health, safety, and welfare of all learners and staff.
- Work in accordance with all college policies, procedures, and frameworks, maintaining professionalism and confidentiality at all times.
- Attend staff meetings, mandatory training, and development days to ensure compliance with college standards and funding requirements.
- Collaborate with managers to ensure policies and procedures remain current, relevant, and effective in meeting organisational needs.
- Liaise with non-teaching and administrative staff on student tracking, record keeping, and budgetary or financial matters relevant to the curriculum area.
- Undertake any other reasonable duties as required to support the effective running of the college and achievement of organisational objectives.
 - Any other duties which may reasonably be requested

Supervision/management of people

Not applicable

Contacts and relationships

The post holder will report to the Curriculum Lead

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)
- Specsavers Eyecare Vouchers
- 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 (Word, Excel, Access, PowerPoint, Publisher, Outlook) SchoolPod (MIS), web-based software, Evidence for Learning and interactive learning tools.



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Financial responsibility

The post holder will have direct responsibility for the resources budget for the curriculum area.

The post holder must 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.

Equality and Diversity

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

Records management

All staff 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 Head of HR.

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.



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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
Alignment With our values	Commitment to demonstrating the organisations values and behaviours in their work: 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	
Qualifications or equivalent level of skill or knowledge	• Recognised post 16 full teaching qualification or equivalent (i.e. BA Ed/QTS/PGCE etc) • Please note that this post is not suitable for newly qualified teachers.	• PECS • Makaton • Attention Autism • Augmentative technology • Communication skills • Widget or social stories
Experience of	• Significant experience of working in a range of SEND settings. • Experience of writing bespoke learning programmes. • Experienced in the use of RARPA • Differentiating and adapting learning for young people to maximise engagement • Uses software linked to setting, monitoring and tracking learner progress and outcomes	• Working with SEND learners • Working within the requirements of funding/monitoring bodies in residential specialist colleges e.g. Ofsted and CQC
Management of people	• Ability to offer guidance and support to other staff members	
Skills	• To be highly personable with excellent communication skills • To show an understanding of the importance of working within strict Health and Safety guidelines • Ability to work as part of a multi-disciplinary team and on own initiative	



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Personal qualities and motivation	• To be honest, trustworthy and reliable • Highly motivated and able to motivate others • Able to work with a variety of colleagues and clients from different professions and backgrounds • A willingness to undertake further professional training if required	
Literacy, numeracy and IT	• Level 2 or equivalent in English and Maths • ILT literate	
Safeguarding	• Displays a commitment to the protection and safeguarding of young people and registered with appropriate professional and safeguarding bodies • Takes action and raises concerns • Forms appropriate relationships and maintains professional boundaries at work • Works within organisational policies, procedures and guidance at all times	• Up-to-date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children and vulnerable adults

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 **Monday 10th November 2025 at 9.00am**

Interviews will take place on **Wednesday 19th November 2025**

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

This vacancy will remain open until sufficient applications have been received, we reserve the right to close the advert early if sufficient applications have been received.

Successful applicants will ideally take up the post as soon as possible.

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

This job description and person specification updated October 2025