Digital Skills Tutor

Hours:	Full-time or Part-time (minimum of three and a half days)
Contract:	Permanent
Salary:	£27,824 - £30,106 p.a., plus 5% pension contribution
Annual Leave:	25 days per year (increasing by one day per year until you reach a maximum of 30, plus your birthday off each year)
Location:	64 Altenburg Gardens, London, SW11 1JL, and 336 Brixton Road, SW9 7AA
Reporting to:	Head of Training and Digital Integration

About us

At Share, we're passionate about supporting disabled people to set their own goals for learning and life, and then helping them to achieve their aspirations. The majority of our students are people with learning disabilities and/or autism. We offer a range of training, employment, personal development, and leisure opportunities. Our focus is on social and economic inclusion of disabled people in the community through supporting them to be more independent, have better health and wellbeing, and move towards employment.

The role

You will plan and deliver Digital Skills to groups of adults, most of whom have learning disabilities. Some are also autistic, have mental ill-health and physical and sensory health challenges. The Digital Skills provision at Share will empower people with learning disabilities to use digital tools to live more independent lives, become more connected and integrated into their communities, stay safe online and increase employability. You will help people to become more confident using technology, learning which apps and devices can support them. The sessions will make optimal use of digital assistive technology and augmentative and alternative communication systems.

Who we are looking for

Our ideal candidate would have experience of delivering training or projects and have a good understanding of the challenges faced by adults with learning disabilities and autism, knowing how technology can be used to overcome these obstacles. You'll have a strong commitment to the inclusion of disabled people in all aspects of life. You'll need to be an energetic people person who likes to keep busy, leads by example, and is able to use initiative to problem solve and think quickly. You must have experience of using mobile devices and technologies to support delivery and assessment of learners' skills.

Main Responsibilities

- To plan and deliver a programme of digital activities to support the students' learning goals, ensuring sessions are creative, challenging and engaging and take place both inside and outside of Share's training centre.
- Use iPads, laptops, phones and students' own devices to teach a range of topics to support learners independent use of technology, enabling greater safe, confident, practical and work based skills to be developed by learners.
- To develop positive rapport with the diverse students on our Digital Skills programmes. This will include using aids to communication, including Makaton and using digital apps.

- To work with Head of Training to complete annual reports on learners digital skills development and achievements.
- To assess and record students' learning and digital support needs at the start, mid-point and end of each training period.
- To maintain a record of daily activities using various digital media such as photos and videos, and communicate progress at agreed intervals to support network.
- To develop and source digital devices, assistive technologies and apps suitable for delivery of the Digital Skills programme.
- Add to and manage each student's portfolio of evidence which they'll receive at our yearly annual awards day.
- To work at all times within a framework of equality of opportunity and in a way that values each student.
- To undertake any training that may be required in order to fulfil the role as effectively as possible including courses to update knowledge in best practice in autism, Safeguarding of Vulnerable Adults, Makaton.
- To attend and take part in Share staff meetings, supervisions, organisational events and external events as required.
- To undertake any other tasks as may reasonably be required.

Person Specification

Essential experience

1. Experience of providing training or delivering projects that enable people to acquire new skills, both social and practical, to foster a better understanding the digital world
2. Experience of planning, delivering, monitoring and evaluating a project
3. Experience of having a busy and varied workload and achieving given deadlines.

Essential Skills and knowledge

1. Excellent digital skills, including the use of a range of digital devices, technologies, resources, databases and apps to support and deliver training.
2. Competent user of online resources including social media, travel and banking apps.
3. Excellent administration, organisational and time management skills.
4. Strong ICT skills and competence in use of the Microsoft Office suite (in particular Outlook, Word and Excel)
5. Able to adapt training styles to support and inspire others to achieve their goals and learn new technologies
6. The ability to produce clear, well-presented, concise reports and session plans.

Essential Personal Qualities

1. A strong commitment to the inclusion of disabled people from a wide range of ethnic and cultural backgrounds in all aspects of life, including employment.
2. A strong team player and natural leader who enjoys working alongside others to achieve goals.
3. Personal flexibility and the ability to work in a way that is adaptable and focused on the needs of each individual student.
4. The ability to solve problems creatively, explore options and manage stressful situations.

Desirable:
1. Knowledge about best practice in autism and supporting adults with learning disabilities.
2. Experience of planning schemes of work, writing detailed lesson plans and assessing student progress.

How to apply

We actively encourage applications from people from minoritised ethnic communities and with lived experience of a learning disability and/or autism. This is because we believe our staff should reflect the diversity of our student body wherever possible in order to provide the best possible service.

To apply for this role, please send us your CV and a cover letter addressing the three questions below:

1. What is your experience of working with SEN adults in a training capacity?
2. What is your understanding of challenging behaviour?
3. How would you use digital technology to increase independence in our student's day-to-day lives?

Please send us your CV and cover letter to hradmin@sharecommunity.org.uk.

If you would like to have chat about the role or visit us prior to applying, please contact a member of the HR team at hradmin@sharecommunity.org.uk

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment.

This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please contact us on 020 7924 2949.

Our privacy policy for job applicants can be found here: https://www.sharecommunity.org.uk/privacy-policy-job-applicants.

We look forward to receiving your application.