



WARRINGTON



An OnSide Youth Zone

ROLE PROFILE

Part-time City and Guilds Tutor



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POST:

City and Guilds Functional Skills English Level 2 Tutor.
1 part-time position available

PAY:

£14.00 per hour

LOCATION:

Warrington Youth Zone, Dallam Lane, Warrington

REPORTING TO:

Employability Co-Ordinator

CONTRACT:

Initially 6-month Fixed Term commencing October 2026 based on the Targeted programme needs. 8 hours per week on one day within that week.

BENEFITS:

- Pension contribution of 3% once the earnings threshold is reached.
- Hourly staff – annual leave calculated at 14% of hours worked on a rolling basis
- Continuous training opportunities available.
- Free on-site Gym access



ABOUT ONSIDE

OnSide is about opportunity. Potential exists in every young person, in every community. What makes the difference is access to opportunity.

OnSide is a national charity that believes all young people deserve the chance to discover their passion and purpose and to explore where their potential could take them. OnSide fund and build state of the art Youth Zones in some of the country's most economically disadvantaged areas, while training and supporting the skilled teams who run them.

Youth Zones are vibrant, purpose-built spaces packed with inspiring facilities and led by dedicated youth workers who believe in young people. They help young people build confidence, ambition and skills, giving them the belief to aim high and thrive.

This is life-changing support that creates real opportunity for thousands of young people from all backgrounds.

WARRINGTON YOUTH ZONE

Warrington Youth Zone builds on the proud history, values and legacy of Warrington Youth Club, which has supported young people in the town for nearly 100 years.

Originally founded in 1930 as Warrington Boys Club by a group of parents concerned about their sons after school, the club was formally established in 1935 as part of the national Boys Club movement. The organisation later moved to a purpose built home on Rodney Street, officially opened by Princess Margaret in 1950, where it served generations of young people for the next 50 years.

As the building aged, the Club relocated to the Peace Centre in 2000 through a partnership with the Tim Parry Jonathan Ball Foundation for Peace and the NSPCC. In 2003, the charity became Warrington Youth Club, benefiting from the centre's great facilities for the next two decades.

Since 2009, Warrington Youth Club has worked with OnSide, Warrington Borough Council and local partners to bring a Youth Zone to the town. After many years in development, planning consent was granted for Warrington Youth Zone be built on Dallam Lane, close to both the University Technical College and Rodney Street - bringing the organisation's story full circle.

Opening our doors in July 2022, Warrington Youth Zone has become the new home and evolution of Warrington Youth Club. We believe in 'Inspiring young people to achieve'. We exist to support young people's development, offering opportunities to gain, increase and develop skills, knowledge, self-awareness and confidence. Enabling them to make positive and healthy life choices through our wide range of programmes aimed at different age groups.

THE ROLE

As a City and Guilds Tutor, you will be responsible for delivering a curriculum in English to assist learners reach a qualification at Functional Skills Level 2.

Your primary goals will be to create lesson plans and deliver these to a group of up to 15 young people ensuring all learners participate and understand concepts and topics. You will need to provide one to one support as required to young people struggling with any of these concepts or topics and ensure that learning plans are updated after each session.

Invigilation of assessments will also be a key part of this role along with adequate record keeping and the relevant quality control standards that go along with this role.

Join us in fostering a vibrant community to ensure our members feel valued and connected with the Youth Zone!

CLOSING DATE FOR APPLICATIONS:

Closing date for applications is 25th October 2026.

HOW INTERVIEWS WILL TAKE PLACE:

As applications are received, they will be reviewed alongside this role profile, and candidates will be invited to interview without delay.

Please note: We reserve the right to close this vacancy earlier depending on the number of applications we receive for the role

APPLICATION PROCESS

To apply, please complete the application form

(<https://warringtonyouthzone.org/get-involved/vacancies/>)

and return to recruitment@wyz.org.uk

Please advise if you would require any reasonable adjustments during the recruitment and selection process by also emailing recruitment@wyz.org.uk

In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check with a satisfactory result.

For information regarding how Warrington Youth Zone processes your data, go to

<https://warringtonyouthzone.org/privacy-policy/>

KEY RESPONSIBILITIES

- To create lesson plans for various topics and concepts using Smart Screen.
- To deliver the lesson plan to a group of up to 15 young people ensuring full participation and understanding of the concepts and topics.
- Provide one to one support to young people as required to learners who are struggling with concepts or topics
- Review learners work to ensure they have completed any self-paced sections as required.
- Update all Individual Learner Plans after each session.
- Invigilate assessments as the young people are ready for them.
- Become familiar and deliver lessons ensuring compliance with City and Guilds Quality Assurance requirements.
- Use various software programmes to plan, deliver, record and maintain a quality programme.
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using policies, procedures and practice
- Be a role model for young people and present a positive “can do” attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of Warrington Youth Zone and OnSide
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct health and safety and equality and diversity to ensure all activities are accessible
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership
- Represent Warrington Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- Any other duties as may reasonably be required

PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Experience of planning and delivering structured English lessons at Level 2 or an equivalent standard	Essential
Experience of teaching or supporting young people with different abilities and learning needs.	Essential
Experience of delivering learning to groups and providing one-to-one support	Essential
Experience of assessing learners' starting points, progress and readiness for assessment.	Essential
Ability to adapt lesson plans and teaching methods to improve participation and understanding	Essential
Experience of maintaining accurate learner records and individual learning plans.	Essential
Experience of delivering City & Guilds Functional Skills qualifications or working within awarding body quality assurance requirements.	Desirable
SKILLS, KNOWLEDGE AND ATTRIBUTES	
Strong written and verbal communication skills, with the ability to explain English concepts clearly	Essential
Ability to engage, motivate and build professional relationships with young people including NEET young people.	Essential
Strong knowledge of Functional Skills English level 2 content and assessment requirements	Desirable
Ability to differentiate learning and adapt delivery for different abilities and learning needs	Essential
Ability to assess learners' work accurately and provide constructive feedback	Essential
Knowledge and understanding of safeguarding responsibilities and professional boundaries when working with young people	Essential
Ability to work independently, manage time effectively and maintain accurate records	Essential
Competence in using digital technology and relevant software to plan, deliver and record learning	Essential
Knowledge of City & Guilds quality assurance and assessment requirements	Desirable
QUALIFICATIONS	
GCSE in Maths and English or equivalent at grade 4/C or equivalent level 2 qualification	Essential
A recognised teaching or training qualification such as level 3 award in education or training or equivalent.	Desirable
A relevant Level 3 or higher qualification in English or related subject	Desirable
SPECIAL REQUIREMENTS	
A willingness to work unsociable hours	Essential
A willingness to cover events, holidays and staff absence	Essential
Enhanced DBS clearance. Commitment to Safeguarding children	Essential