



Power to Connect Sessional Tutor in Digital Skills Job Description and Personal Specification

Job Title	Sessional Tutor in Digital Skill
Salary	<ul style="list-style-type: none"> - £30 per hour for teaching - £15 per hour for admin and session planning time.
Hours	<ul style="list-style-type: none"> - 2 mornings a week (9-11) - Time spent teaching in schools or admin/ planning - Working time follows the school terms (10 weeks each) - Estimated 20-30 hours/ term
Reporting to	Head of Operations
Location	Various locations across Wandsworth

ABOUT POWER TO CONNECT

Power to Connect is focused on reducing digital inequality in Wandsworth but might expand that to other areas as the initiative grows. We provide digital skills training alongside recycling, refurbishing, and distributing laptops, tablets and desktop computers. We work with amazing local volunteers, who help with every element of the refurbishment and redistribution process. Each device is wiped, cleaned, packaged up and delivered to schools and community organisations in Wandsworth. The digital skills sessions aim to help parents build the skills and confidence they need to use devices appropriately and help keep their families safe online.

JOB DESCRIPTION

SPECIFIC TASKS

Work within a small team of staff and volunteers to enhance the team with experience, commitment and inspiration.

Development interesting, engaging and impactful digital skills training sessions to parents within Wandsworth. These sessions will be delivered in schools and community centres.

The sessions focus on helping parents, carers and grandparents build their skills and confidence to use laptops, tablets, and mobile phones appropriately and safely.



The primary goal of the sessions is to help ensure their children and families are engaging safely in the digital world however we believe this will benefit the whole family.

Help to Improving educational outcomes for families.

Help to support access to work and quality of life for socially disadvantaged families in Wandsworth.

Work independently while reporting to the Head of Operations. Regular communication and coordination with the Head of Operations is crucial.

GENERAL TASK

Be prepared to support on all relevant tasks aligned to delivering digital skills training.

BEHAVIOURS

Candidates must be enthusiastic and passionate about nurturing and helping learners to succeed whilst maintaining the highest levels of quality in teaching and learning.

Person Specification	Essential (E) / Desirable (D)
Experience in teaching	E
Knowledge and experience of delivering IT/Digital Skills	E
Experience of planning and developing creative and inclusive training sessions	E
Ability to create, develop and maintain lesson plans and course materials of a good standard that meet the needs of a variety of different learners	E
Knowledge and experience of appropriate teaching and learning methods that enable learners from a range of backgrounds and communities to progress	E
The ability to assess learners' needs and provide appropriate support	E
Good organisational and record keeping skills (including keeping a record of individuals' attendance, progression, participation etc)	E
Ability to work independently as well as contribute to the work of a team.	E



Commitment to create and maintain a safe, supportive and welcoming environment where everyone is treated with dignity and their culture and identity are respected and valued	E
To be flexible and undertake any other duties as may reasonably be requested.	E
Involvement in any standardisation meetings	E
Represent Power to Connect in a professional manner	E
A recognised teaching qualification, such as Level 5 Diploma in Education and Training, Certificate in Education, or PGCE	D
Experience of teaching in a charitable, community-based sector.	D

HOW TO APPLY

Please send a cover letter and a copy of your CV to hello@powertoconnect.co.uk

Please note we will be interviewing for the post on a rolling basis, so please apply as soon as possible.

QUERIES

If you have any questions about the role or Power to Connect, please contact Megan at megan@powertoconnect.co.uk