

Traineeship Tutor

Yellow Submarine Charity



Job title

Traineeship Tutor

Salary

Pay Band 2: £13.20 - £15.00 p/hour depending on experience

Hours:

24 per week, across 3 - 4 days
Term time only is possible, if preferred

Location:

Yellow Submarine, Oxford: OX1 1HH and Witney: OX28 4YA
This role requires in-person working, remote working is not possible

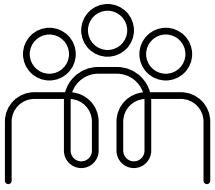
Yellow Submarine is an award winning charity supporting people with learning disabilities and autism to live life to the full. We run two social enterprise cafes and a bakery, within which we support and train young adults to transition from education into employment, and move towards greater independence. Search '[Yellow Submarine Cafes](#)' to learn more.

Due to the growth of the charity, we have a unique opportunity for a new team member to join us to support trainees on this journey.

If you would like the opportunity to join a small, supportive and friendly team, where you'll get to see the impact of the charity's work first-hand, this is the job for you.



BENEFITS



Staff Centred Training

Regular supervision and appraisal

Social Events

Activities organised by staff, for staff

Career Progression

Opportunities for staff to work towards their own personal goals

Shape Strategy

Be a part of organisational team meetings across the whole charity

Job Satisfaction

Be a part of something amazing, help to change people's lives

Work-Life Balance

Sociable working hours, closed on all bank holidays and during the Christmas period

Perks

25% staff discount on all café items, and a paid lunch break



JOB DESCRIPTION

We are looking for someone to join an existing team to help support the delivery of our traineeship programme. Alongside their work experience in our social enterprise cafes and bakery, our trainees work towards an ASDAN qualification in employability, which is delivered in small group sessions in a classroom setting. Modules cover topics such as learning through work experience, and working with others amongst others. We are looking for someone with a background in education, teaching or tutoring to deliver these sessions. The curriculum we cover is structured across each term, with resources and lesson plans already made. The ideal candidate will be able to deliver these sessions and plan activities accordingly to meet the needs of the individuals, enabling them to produce work of the relevant standard to pass their qualification.

All lessons are supported by a teaching support assistant who helps to facilitate learning and provide 1-1 support to the trainees that need it. Lessons only run during school term time and therefore this role requires that annual leave is not taken during this period, and could suit an applicant who would prefer a term time only contract. Additional work can be offered if the successful applicant would prefer a year round contract.

The role will also include supporting trainees on external work experience placements in the community, aiding with their transition into employment, and supporting our trainees to complete travel training.

The successful applicant must be proactive, be able to work flexibly and efficiently, and have a calm and compassionate nature. A sense of fun is a must!

JOB DESCRIPTION

KEY DUTIES	
LESSONS	<p>Deliver the ASDAN curriculum to small groups of trainees using resources and content provided. Plan lessons to meet course deadlines and adapt the delivery to suit the needs of individuals.</p> <p>Weekly structure: 2 x 2 hour lessons on a Tuesday: Witney 1 x 2 hour tutorial (wide range of topics covered) on a Thursday: Oxford</p> <p>Report directly to Traineeship Manager, and produce weekly written report, documenting the sessions delivered.</p>
WORK EXPERIENCE	<p>Accompany and support trainees on external work experience placements in various locations both within Yellow Submarine and with external employers.</p> <p>Liase between employers and parents to co-ordinate work visits and placements</p>
TRAINEE RECRUITMENT	<p>Assist the Traineeship Manager, to meet with potential trainees at point of referral, assess for suitability, and help to make decisions of if places will be offered against admissions policy.</p> <p>Attend local careers and transition fairs with the Traineeship Manager to promote the traineeship programme</p>
ADMIN	<p>Complete necessary paperwork</p> <p>Communication with the whole enterprise team, and attendance at quarterly training days (which are held on a Sunday)</p>



To carry out any other duties with the general scope of the post, as directed by your line manager or the charity's Co-Directors.

This is an outline job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with organisational priorities and duties may change or new duties be introduced after consultation with the post holder.

Every Yellow Submarine employee is required to uphold equal opportunities and anti-oppressive practice; whilst upholding safeguarding policies and procedures as set out by the organisation.

“The work that you all do, not even just for the trainees but for each other too, is truly life changing”

REQUIREMENTS

	ESSENTIAL	DESIRABLE
EXPERIENCE	Working in an educational setting, delivering lessons either to children, or to adults who have a learning disability or autism.	Classroom support role/TA experience Training/coaching experience SEND provision
SKILLS	Able to read, write and speak English fluently Demonstrate effective verbal and non-verbal communication skills Patient and able to support trainees to complete work independently	Observation skills and an ability to identify areas of improvement Provide feedback to both trainees and colleagues Administrative skills IT – Word, Excel and Canva
QUALIFICATIONS	GCSE English + Maths	AET Level 3 (can be completed during employment if not already held) ASDAN training - will be provided
PERSONAL ATTRIBUTES	Be able to get on with people from all walks of life and a 'can do' attitude Patient, nurturing and compassionate Be able to remain calm under pressure Hard-working, conscientious and committed Be able to handle situations with tact, sensitivity and compassion Confidentiality A willingness to undertake training where necessary	Able to help others reach their potential Have a proven reliability, excellent time keeping and attendance record

APPLICATION PROCESS

We welcome applications from all people regardless of race, gender, disability, religion, belief, sexual orientation or age and we are committed to providing under-represented groups with the help and support they need to apply.

Recruitment process

To apply, we require you to complete an application form, available on the 'Join our Team' page of our website <https://www.yellowsubmarineshop.org/jobs> , along with a covering letter explaining why you are interested in this role, and send to becs@yellowsubmarine.org.uk

Following a successful initial interview, we must seek two references and complete a DBS check in order to be able to make a formal job offer.

Initial interviews will be scheduled upon receipt of completed application forms, applicants are encouraged to apply as soon as possible as the vacancy may be closed, should the role be filled.

1 - 1 training and support will be provided for all aspects of the role.

Start date: September 2026 or before, with some training and induction to take place prior to this.

If you have any questions, please contact Becs Lay becs@yellowsubmarine.org.uk

