

**Pre-employment Tutors – Job Description**

Reports to the Operational Manger

**Responsibilities Include:**

* Planning and delivering teaching, learning and assessment in a classroom style setting.
* Assessing, recording and analysing learner performance.
* Providing prompt and constructive feedback to learners in writing and face-to-face.
* Maintaining accurate records of assessments to meet company and awarding body requirements.
* Ensuring learning and assessment strategies used are inclusive (regardless of gender, age, origin, etc.).
* Completing all administrative work concerned with the assessments to required standards and timescales.
* Co-operating with the Internal Quality Auditor to carry out verification/moderation as required.
* Contributing to standardisation meetings and implementing ongoing quality improvements.
* Consistently demonstrating high standards of professional conduct and customer care
* Any other duties, as required, appropriate to the scale of the post.

**What will you need to be able to do the job?**

**Qualifications, Experience & Requirements**

Essential:

* A minimum of a level 3 teaching qualification/Certificate in Teaching/PTTLS
* Proven experience of delivering CSCS or Workskills/Employability programmes
* Good/Outstanding teaching practice
* Strong Maths, English and IT Skills
* Willingness to travel and work at the different sites within the region

Desirable:

* A recognised Assessor Award
* A recognised Internal Verifier qualification
* IOSH or other Health and Safety qualification
* Relevant industrial experience of working in the construction or related sector
* Ability to offer other vocational subjects i.e. security, rail, health, manufacturing
* Qualified Maths and English Teacher

**Special requirements**

* Enhanced DBS Clearance which is satisfactory to the College
* Right to work in the UK
* 2 References which are satisfactory to the College
* Medical Clearance
* Evidence of qualification certificates

***If you still believe that you have what it takes to join this successful partnership and add value to our learners please apply now by submitting your CV,* but don’t take too long as the closing date for applications is midnight Sunday 21st January 2018.**