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| ***Job Role: Sigma Tutor / Assessor***  ***Reporting to: Employer Partnership Learning and Assessment Contracts Manager***  ***Base: Multi sites*** |
| **Hours per week** 37 hours per week, 52 weeks per year  **Contract Type** Support/Delivery  **Holidays** 20 days per year, subject to service increase  **Salary** Negotiable |
| **Job Purpose**   * To deliver a high quality teaching and learning experience, which will encourage retention and achievement, and ensure all learners are challenged, engaged and making progress every day. * To motivate, support and progress learners to achieve identified outcomes including all component parts   of the Apprenticeship Frameworks, within the agreed timeframes.   * To ensure all delivery practices meet the requirements of both internal and external quality and compliance   frameworks. |
| **Introduction**  The requirements that the College has of its Lecturing staff are outlined in this job description and also in the following documents:   * Professional Standards for Teachers and Trainers in Education and Training – England * The Minimum Expectations for Teachers outlined in the Teachers and Team Managers Guidelines and Procedures   **Teaching Responsibilities**   * Carry out the effective day to day delivery of learners’ learning in accordance with the College’s objectives * Inspire learners and colleagues identifying, interpreting and applying specific knowledge. * Manage and Monitor retention and achievements for learners on the Sigma projects on a continual basis. * Embrace the educational possibilities of Information Learning Technology and to take the responsibility for adapting teaching materials and one’s own practice in the use of ILT including e-portfolio -One File. * Manage learning flexibility within a variety of delivery modes to support and enhance the Sigma project. * Create, deliver and evidence high quality learning materials linked to the Sigma curriculum * Promote equality of opportunity and recognition of diversity through teaching and learning * Continually assess the individual needs of learners. * Facilitate learning in large and small groups as required * Communicate effectively with all levels of learners and employers engaged in the Sigma project * Identify and apply strategies to facilitate effective learning. * Work effectively within the different learning environments. * Be familiar with the range of accreditation/specifications linked to the Sigma projects * To ensure audit / Awarding Body / inspection / funding criteria are adhered to and work with the quality team to review procedures, particularly following external visits or following the introduction of new developments * Demonstrate an awareness and understanding of learning opportunities from a variety of source * Record, monitor, review and feedback on learners progress through the use of the e-portfolio One-file weekly to the Delivery Manager – Sigma projects   **Assessing & Verifying Responsibilities**   * Perform the role of Assessor / Verifier in accordance with the awarding body guidelines to comply with framework requirements (as required) * Support and agree on individual leaning plans (ILP) based on the individual needs of the Learner and the employer. * Submit evidence for moderation and audit purposes within the learner file within agreed timeframe. * Evaluate and provide effective feedback, ensuring the learner is able to progress and achieve their individual learner targets and personal goals * Carry out regular reviews with learners and employers in line with funding~~.~~ requirements * Submit all documentation to the Delivery Manager, Sigma with a one-week period of completion * To set SMART targets for all action planning with each learner; individual targets to incorporate stretch and challenging actions and encompass employer support * Ensure that targeted success rates are achieved, learners to be completed by their end date recorded on the ILP. * Ensure all evidence submitted is assessed on content against occupational standards as detailed by the awarding body, embedding English and Maths for all learners. * Effective and efficient use of e-portfolio One File to monitor learner’s progression including all framework components within the learner journey. * Perform the role of internal verification as and when required~~.~~ * ERR and PLTS support and ensure these framework components are delivered and achieved * Support the external verification process. * Providing regular written and verbal reports to the Delivery Manager, Sigma. * Co-ordinating appointments efficiently and effectively, working flexibly (weekends and evenings) when required.   **Learner Progression Responsibilities**   * Ensure that learners progress well from their different starting points and achieve or exceed standards * Help learners attain relevant qualifications so that they can and do progress to the next stage of their education into courses that lead to higher-level qualifications and into jobs that meet local and national needs * Where relevant, promote English, maths and other skills necessary to support framework * Use assessment information to plan appropriate teaching and learning strategies, including identifying learners who are falling behind in their learning or who need additional support, enable learners to make good progress and achieve well * Ensure that learners understand how to improve as a result of useful feedback and the use of One-File * Engage with employers to help them understand how learners are doing in relation to the standards expected and what they need to do to improve   **Learner Personal Development, Behaviour and Welfare Responsibilities**  Promote and support learners’:   * Pride in achievement and commitment to learning * Prompt and regular attendance * Following of any guidelines for behaviour and conduct within the workplace, including management of their own feelings and behaviour, and how they relate to others * Understanding of how to keep themselves safe from relevant risks such as abuse, sexual exploitation and extremism, including when using the internet and social media * Knowledge of how to keep themselves healthy, both emotionally and physically, including through exercising and healthy eating * Personal development, so that they are well prepared to respect others and contribute to wider society and life in Britain   **General Responsibilities**   * Ensure you receive full induction into any site and work areas linked to the Sigma project * Comply with administrative procedures for the effective collection, interpretation and actioning of College management information and Sigma related information * Provide a professional customer service to both internal and external customers. * Ensure that quality standards are set, monitored and reviewed within the section * Fully participate in Team Meetings, professional development, events, discussions and any other activities commensurate with the duties and responsibilities of this post. * Demonstrate flexibility in responding to changing demands in personal, sectional or the College’s workload. * Take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work. * Undertake risk assessments for any new activity and ensure risk assessment checks are carried out for any ongoing activity. * Comply with all relevant College guidelines, policies and procedures and legislation, including but not limited to:   + Safeguarding   + Equality & Diversity   + Prevent   + Health and Safety   + Data Protection   + Computer Network Acceptable Use * Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.   **Continuous Professional Development**   * Develop dual professionalism: ensuring vocational/academic knowledge and skills are kept up-to-date. * Keep abreast of local and national developments that impact on learner experiences. * Demonstrate competencies commensurate with the position e.g. a high level of interpersonal skills, good time management skills, self-motivating, professional, proactive and creative in line with the Teachers’ Professional Standards * Take responsibility for one’s own professional development and continually update as necessary. |
| **Qualifications**  **Essential**   * Preparation and delivery experience in the qualifications being delivered * Recent and relevant occupational experience in the qualifications being assessed. * Knowledge and experience of Level 2 Certificate in Engineering. * Experience in the assessment of NVQ qualifications PMO Level 2 &/or PEO2. * Certificate in Education/PGCE/Professional Diploma in Teaching or willing to work towards. * A1 / TAQA Assessors qualification * Level 2 English. * Level 2 Maths.   **Desirables**   * Knowledge and experience of BTEC level 3 Engineering * Experience and/or knowledge of Welding & Fabrication Techniques & Principles * Experience and/or knowledge of Preventative Maintenance * Experience in the delivery of Functional skills / GCSE qualifications * V1 / TAQA Internal Quality Assurance Award (IV) * Awareness and application of e-portfolios   **Competencies**   * Experience in working under own initiative and managing time and workload effectively * Experience of coaching and supporting learners * Evidence of excellent interpersonal skills * Experience in managing and working with internal and external clients * Experience of working to targets and deadlines * Willingness to undertake substantial travel in line with the needs of the role * An understanding of Safeguarding of Children & Vulnerable Adults within the workplace * Full commitment to Equal Opportunities and anti-discriminatory working practice * Desirable competencies include conflict handling, interviewing, undertaking research to benefit the college and proficient IT skills, an understanding of the funding associated with the Sigma projects |

PRINT NAME (IN CAPITALS): SC Name 1

SIGNATURE: SC Signature 3 DATE: SC Date 3