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| Job Title: | | Tutor / Assessor – Dental | | |
| Department: | | Work Based Learning | Job Ref: | 18/09 |
| Grade: | | T&T scale points 18 - 26 | Position Type: | Tutor / Assessor / IQA |
| Responsible to: | | Sector Manager | Responsible for: | Support Staff/Agency Staff as allocated |
| Job Description | | | | |
| 1. **Main Purpose of Role**    1. Operate within an employer focused/skills for work framework offering initial assessment and ongoing assessment and advisory services to a caseload of work-based and NVQ learners – including apprentices and employed workers (eg adult apprentices).    2. Contribute to the promotion of excellence in teaching, learning and assessment, working as part of a team.    3. Responsible for the organization and delivery of teaching learning and assessment for a specific assignment of learners.    4. To promote and provide excellent customer service internally and externally in all areas of the role.    5. Contribute to the internal quality assurance processes within the Sector 2. **Main Duties and Responsibilities**  2.1 Preparation and Teaching 2.1.1 Ensure that learners achieve their learning goals and are provided with the necessary support to assist them in successfully completing their programmes.   * + 1. Develop innovative and stimulating teaching and learning materials for use in a range of delivery modes.     2. Design and delivera flexible range of provision to meet the needs of employers and members of the communities of Oldham.  Maintain familiarity with the changing demands of the curriculum, assessment and customer needs and reflect these changes in the design, delivery and assessment of the curriculum areas responsible for.Have up-to-date Programme Specifications and Schemes of Work for all courses/classes taught and prepare suitable teaching materials for delivery of courses.Maintain current and appropriate resources for all course units on the College moodle and fully implement and utilize the college VITAL system.Prepare suitable materials/activities for independent and differentiated learning and ensure that all students have guided access to differentiated learning materials/activities relevant to their courses. **Student Progress & Achievement**  * + 1. Carry out regular progress reviews timely and report learner progress to deadlines using Vital.   2.2.2 Ensure that all administrative records and systems e.g. Vital, Registers, Calendars, examinations entries are these are accurately maintained to meet the requirements / standards laid down internally and by external agencies.   * + 1. Fully utilize MIS systems to track and monitor in training list and success data, maximizing success in both timely and overall achievements and ensuring these are above benchmark.  **Curriculum Development and Quality Assurance**   * + 1. Provide excellent work-based assessment services consistent with best practice and the organisations approach to quality and standards.     2. Provide IQA support for the Dental provision     3. Participate in the development and delivery of Department and Cross College marketing events and promotional activities.     4. Ensure that each learner has a detailed individual learning plan; (ii) that each learner has the opportunities to complete that plan: (iii) in all cases, the approach is training based and not assessment only based; and (iv) each learner is supported to build a high quality portfolio.     5. Maintain systems for course and student management including the tutorial entitlement, maintaining ILP's, examinations, internal and external verifications, and Quality Assurance Processes.     6. Be a subject/personal tutor to a group of students and fulfill the associated responsibilities within student ILP's such as guidance and counseling, individual action planning, target setting, review and feedback, etc.   2.3.4 Undertake IQA as required and lead on EQA visits.  2.3.5 Fully complete start paperwork including initial assessment with new learners and give detailed IAG around their chosen apprenticeship and progression opportunities.  2.3.6 Improve quality in area of responsibility through completion of student surveys.  2.3.7 Participate in Department and Cross-college development initiatives including as required show casing teaching and learning materials/methods used within own courses.  2.3.8 Carry out health and safety visits with external employers and maintain an awareness of Health and Safety at all times and ensure that students are aware of safe practices and procedures.   * 1. **Team Responsibilities**   2.4.1 Maintain professional and vocational currency through CPD & contribute to the development of others as required.  2.4.2 Ensure that equality of opportunity is fully reflected in all aspects of the work.  2.4.3 Observe and actively promote College policies and external legal requirements with regard to: financial regulations; health and safety; the students' charter; equal opportunities and other appropriate statutory obligations.   * 1. **General**      1. This job description is a summary of the key areas of responsibility. It is not a definitive list. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities.      2. Tutor/Assessors will have a standard curriculum/course portfolio and could be responsible for a Tutor group.      3. To be responsible for promoting and safeguarding the welfare of children, young persons and/or vulnerable adults for whom you are responsible or come into contact with as part of your role. You will be expected to share the College's commitment in this respect.      4. Participate within the college appraisal process and ensure development targets on HR select are regular reviewed and updated in line with set performance targets.   **Oldham College Commitments**   * All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation. * All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan. * All employees of the Corporation are required to undertake such professional development and skills updating as required by the Corporation and/or required by the changing demands of their role. * The post holder may be required to undertake any additional, reasonable duties in order to progress the needs of the organisation. * The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment. | | | | |
| Prepared By: | Curriculum Director | | Date: | October 2006 |
| Reviewed By: | Head of WBL | | Date: | July 2015 |
| Reviewed By: |  | | Date: |  |

**PERSON SPECIFICATION**

POST: Tutor / Assessor

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application submission providing evidence wherever possible.

You should be aware that this organization takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within, our developing multicultural diverse organisation.

**Assessment:** Items marked with a \* are short listing criteria, all other criterion will be assessed at interview and/or by other assessment methods.

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| ***Qualifications***  **Essential:** | **Evidence Required** |
| Relevant occupational qualification to a minimum of NVQ Level 3, or equivalent. | \* |
| Recognised teaching qualification | \* |
| Recognised Level 3 Assessor's Award (TDLB Assessor/verifier awards D32, D33, A or TAQA Awards). | \* |
| Recognised IQA award | \* |
| ***Managing Learners***  **Essential:** |  |
| Experience of supporting work-based learning in the Dental Sector | \* |
| Experience of supporting the development quality assurance and IQA of assessment | \* |
| Can inspire learners through use of exciting and relevant teaching and learning approaches. |  |
| Interest and knowledge of work-based learning and other workforce development programmes. | \* |
| Good understanding of learner and customer needs and a track record of developing and delivering a high quality service to learners. | \* |
| Track record of planning for quality improvement. | \* |
| Experience of raising recruitment retention and achievement rates of students managed. | \* |
| Comprehensive knowledge of the curriculum specialty including industry links. | \* |
| Good understanding of the current Government & national priorities for FE and the skills agenda and how this applies to own curriculum area. | \* |
| Evidence of providing a high quality learning experience including some use of ILT in delivery and design methods. | \* |
| Experience of applying successful differentiation in the learning environment. | \* |
| Record of assessing / verifying to highest awarding body standards. | \* |
| ***Managing Self***  **ESSENTIAL:** |  |
| Able to manage time effectively and prioritize work to achieve timescales at self/team and cross college level. | \* |
| Successfully achieving balance between work priorities and assuring own health & wellbeing. |  |
| Understand what constitutes excellence in teaching and learning and demonstrates proactive approach to addressing own CPD to achieve excellence. | \* |
| ***Cross College contribution*** |  |
| Experience of leading or participating in multi-disciplinary teams to resolve Department/organisational problems. | \* |
| Able to adapt own style / use appropriate interpersonal styles and communication methods to influence and build effective relationships both internally and externally. |  |
| An understanding of the issues of social and cultural diversity for curriculum development and delivery. |  |
| ***Managing Systems and Resources*** |  |
| Understands the importance of accurate record keeping in relation to managing learners. | \* |
| Track record of excellent information management related to learners and course management. | \* |
| Able to use IT to support planning and forecasting activities e.g. Student Individual Learning Plan. | \* |
| ***Other Criteria*** |  |
| Willingness and ability to travel to external venues as the role requires. |  |
| Flexible approach to attendance sometimes outside the normal hours to meet the needs of the College e.g. representing the College at evening functions, WBL visits to employer premises etc. |  |
| Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children, young persons and/or vulnerable adults. |  |