

JOB DESCRIPTION

1. JOB TITLE: Finance/Accountancy support tutor

2. SALARY: Point 29 – 32 (£23,170 - £25,445)

3. RELATIONSHIPS: The Post-holder:

3.1 Is responsible to the Professional Accountancy Course Manager

3.2 Will make and maintain productive relationships with all members of the college and others from time to time co-opted to advise them

4. PURPOSE OF THE JOB:

Within the context of Richard Huish College, the post holder will be responsible for a caseload of work-based candidates and will work with them to upload relevant work-based evidence and prepare them for the end based assessment element of the AAT apprenticeship.

5. KEY RESPONSIBILITIES AND DUTIES:

5.1 Work with learners in the workplace and classroom to help identify supporting evidence for end point assessments and prepare them for professional discussions.

5.2 Prepare, agree and review plans with each candidate. Create learner portfolios to agreed target standards and ensure they are submitted on time either paper based or e-portfolios.

5.3 Visit candidates within the workplace to provide support, prepare action plans, review evidence and provide feedback on performance.

5.4 Efficient and effective operation of the end point assessment process in line with College policy relating to quality and the requirements of the awarding body representatives.

5.5 Deliver occasional group workshops on finance and business topics.

5.6 Carry out interim and completion and progression reviews with privately funded and WPL funded learners.

5.7 Manage and maintain learner folders in line with SFA audit requirements.

5.8 Assist with development of the provision to ensure the programme is up to date.

5.9 Liaise with the course tutor to ensure that the learners' needs are met on the course.

5.10 Promote apprenticeships and full cost recovery initiatives with employers including encouragement of progression routes. Maintain knowledge of funding streams and eligibility criteria.

- 5.11 Undertake Health and Safety checks for learners on programme.
- 5.12 Ensure the full embedding of all Equal Opportunities policies and Health & Safety requirements and safeguarding are complied with and all candidates are given fair access to assessment.
- 5.13 To take responsibility for safeguarding and promoting the welfare of all students with whom you come into contact.
- 5.14 To contribute to the promotion of equality and individuality of all users of the college.
- 5.14 Participate in and support the annual self-assessment process.
- 5.15 Attend and participate in meetings within the School, as required.
- 5.16 Represent the School at relevant events (including some evenings) and generally supporting the College's marketing strategy.
- 5.17 Additional duties appropriate to the post as directed by the Course Manager.

The job description may be re-negotiated at the request of either the Post-holder or the Principal.