**JOB DESCRIPTION**

POST TITLE Engineering Skill Based Assessors/Tutors

GRADE/SALARY: Stage 1 – 4

WORK ARRANGEMENTS: 39 hours per week/52 weeks per year

INCENTIVES: Holidays - 25 days per year + all bank holidays + 3 concessionary days

AA cover (Home Start, Roadside, Relay and Relay Plus)

Stakeholders Pension Scheme with employer contributions after 12 months, matching the employee contribution (up to 3%)

RESPONSIBLE TO: Work Based Team Leader

Operations Manager

JOB PURPOSE: To motivate, support and progress a caseload of learners to achieve identified outcomes and qualifications within the agreed timeframes.

To research, develop and deliver a range of technical and practical learning session (up to and including Level 3) to achieve identified outcomes and qualifications within the agreed timescales.

To ensure all delivery practices meet the requirements of both internal and external quality and compliance frameworks.

To provide an excellent service and contribution to building long-term relationships with employers.

# DUTIES AND RESPONSIBILITIES

1. Performing the role of assessor in accordance with standards and assessment strategy.
2. Performing the role of Engineering Skills Based Tutor in accordance with quality standards.
3. Develop the relevant schemes of work and lesson plans to enable learners progress within their chosen programme and achieve their projected outcomes.
4. Providing initial advice and guidance to all potential learners.
5. Use a range of ‘dynamic’ teaching strategies that will motivate and inspire all learners and maximise outcome potential.
6. Following and adhering to all the operational procedures within TS2000.
7. Carrying out thorough enrolment and induction with all new learners.
8. Developing and agreeing an Individual Learning Plan (ILP) with all learners based on the individual learner’s needs.
9. Providing effective and regular support to learners, undertake the ‘tutorial support role’ for all technical certificate programmes within your remit.
10. Motivating learners and raising their aspirations to ensure success.
11. Completing all required documentation, learner evidence, administration and maintaining own comprehensive records.
12. Ensuring correct guided learning hours (GLHs) required for each learner are recorded and evidenced.
13. Being active in looking for new business, including attending promotional events and marketing activities as requested.
14. Developing proactive working relationships with employers to promote the TS2000’s products and services.
15. Carrying out internal verification and quality assurance activity including standardisation.
16. Contributing to the self-assessment process and completion of the Quality Improvement Plan.
17. Contributing to the delivery of the business plan and budget.
18. Facilitating and supporting training to learners and, where appropriate, preparing, delivering and evaluating training to individuals/groups.
19. Providing 1-1 coaching and support to learners.
20. Supporting the achievement of functional skills and, where appropriate, delivering functional skills and/or other qualifications as required.
21. Support and monitor activities in relation to Learning cohorts ensuring smooth and efficient service is provided.
22. Researching and developing learning materials to support the achievement of target outcomes, as appropriate.
23. Contributing to the external verification process.
24. Attending team meetings as and when required to do so.
25. Evaluating the effectiveness of all learning by using survey results.
26. Advising your Team Co-ordinator of resource requirements.
27. Undertake timely audits of the learning environments and complete/monitor relevant documentation.
28. Providing regular written and verbal reports to your Team Leader.
29. Co-ordinating appointments efficiently and effectively, working flexibly (weekends and evenings) when required.
30. Travelling as and when required in line with the requirements of the programme.
31. Promoting a positive image of The Chesterfield College Group and the work that is carried out across its various services.
32. Demonstrating flexibility in responding to changing demands in personal, sectional or the TS2000’s workload.
33. Taking responsibility for one’s own professional development and continually updating as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
34. Showing a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote Chesterfield College’s equal opportunities policy in all aspects of their duties and responsibilities.
35. Applying Chesterfield College’s own safeguarding policy and practices and attending training as requested.
36. Complying with all legislative and regulatory requirements.
37. Carrying out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

NC

21/02/14