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### Role Description

##### Business Area

Training @ Hopwood

##### Job Title

Work Based Tutor Business Services

##### Salary Scale

BS Scale 5/6 £10,925.78 - £13,200.98 per annum (i.e. prorated salary of the BS Scale)

##### Location

Hopwood Hall College

##### Accountable to

Contracts and Compliance Co-ordinator

##### Hours of Duty

18 hours per week

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

The Work Based Tutor will train apprentices across a wide range of skills, knowledge and behaviors to enable them to pass the End Point Assessment. The tutor will develop and deliver highly inspirational teaching and training resources and will be expected to facilitate a structured learning programme, providing feedback during formative assessment periods. Using an e-portfolio system, the tutor will evidence and review progress to date across all aspects of the Apprenticeship. For some apprentices, there is an expectation that the tutor will support the development of maths and English.

Must have own transport.

### Main Responsibilities and Duties

1. To support learners on apprenticeship programmes to successfully develop and evidence skills and competence in their roles
2. Conduct initial and diagnostic assessment activities and recruit with integrity
3. Ensure all teaching, learning and assessment adheres to quality assurance processes
4. Participate in and support an inspirational learner induction
5. Manage learners through the initial six weeks period and confirm or redirect to appropriate qualifications
6. Undertake individual reviews, embracing and completing all aspects of the E-Portfolio system including the individual learning plan (ILP) providing SMART targets for learners, which promote learner advancement and success
7. Monitor any risk status of learners, apply and record interventions as appropriate
8. Continually review the learners’ progress in liaison with employers
9. Monitor caseload performance and action concerns through appropriate channels including regular attendance at performance boards
10. Carry out regular learner reviews every 10-12 weeks (more frequent within the induction phase) in liaison with the employer
11. Recruit learners onto programmes to maximize caseloads through new business activity and effective maintenance of current relationships
12. Ensure the employers fully understand the training programmes and their role and responsibilities
13. Deliver training and formative assessments on aspects of the Standards to meet the needs of employers and learners and to the standard of awarding bodies
14. Manage the behaviour and discipline of students, including timekeeping and attendance
15. Develop resources for the course/subject including maintaining effective links across College for resources
16. Ensure effective use of the OneFile e-portfolio to track and complete tasks and off the job requirements

Teaching, Learning and Assessment

1. Deliver inspirational teaching, learning and assessment to promote high levels of learner satisfaction and success
2. Embed English and Maths into vocational delivery and planning to Level 1 and 2
3. Produce detailed and highly effective schemes of work and lesson plans that motivate learners and ensure high success rates. Participate in the observation of teaching and learning and embrace areas for improvement positively
4. Develop a range of innovative assessment methods to meet the requirements of awarding bodies, expected standards and address learner individual needs
5. Produce effective assessment strategies to reduce front or end loading for learners, contribute to scheme needs and provide for timely success
6. Contribute towards the production of high quality resources
7. Provide timely and effective feedback to learners that contribute to learner development and success
8. Comply with internal and external quality assurance requirements
9. Manage the tracking of learner performance against targets and present in accordance with your role
10. Co-ordinate and as applicable invigilate examinations for required aspects of the learners programme following awarding body regulations with internal verification (IV) and standardisation activities complying with College assessment and IV policies and procedures and external QA requirements, as required

### All staff are responsible for:

**Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults.

**Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work.

**Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements.

**Equal Opportunities:** performing their duties in accordance with Hopwood Hall College’s Single Equality Scheme.

### Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational needs, with consultation with trade unions where required.

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

#### Qualifications

##### Essential Criteria

Appropriate minimum L3 Qualification for the vocational qualification assessing

Assessor qualification (D32/33/A1)

Maths/English Level 2

##### Desirable Criteria

Internal Verification Qualification (D34/V1)

**How Identified**: Application

#### Experience

##### Essential Criteria

Extensive relevant industrial experience

Negotiating & working with employers & learners

##### Desirable Criteria

Experience of using learning technologies, e-portfolio

Delivery of Functional Skills and Off Line Exams

**How Identified**: Application/Interview

#### Specialist Knowledge

##### Essential Criteria

Knowledge & understanding of the specific industry & current industrial practices.

Knowledge of Apprenticeships and delivery to WBL.

Knowledge of education & training within the industry.

Health & Safety /Equality & Diversity /Safeguarding.

**How Identified**: Application/Interview

##### Desirable Criteria

Knowledge of up to date funding

**How Identified**: Application/Interview

#### IT Skills

##### Essential Criteria

Intermediate user of Microsoft applications.

Ability to use technology to generate information & improve efficiency.

**How Identified**: Application/Interview

#### Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

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| **1. Leading and Deciding** | |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising | **Less relevant** |

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| **2. Supporting and Co-operating** | |
| 2.1 Working with people | **Essential** |
| 2.2 Adhering to principles and values | **Essential** |

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| **3. Interacting and Presenting** | |
| 3.1 Relating and networking | **Essential** |
| 3.2 Persuading and influencing | **Essential** |
| 3.3 Presenting and communicating | **Desirable** |

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| **4. Analysing and Interpreting** | |
| 4.1 Writing and reporting | **Essential** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing | **Desirable** |

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| **5. Creating and Conceptualising** | |
| 5.1 Learning and researching | **Essential** |
| 5.2 Creating and innovating | **Essential** |
| 5.3 Formulating strategies and concepts | **Desirable** |

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| **6. Organising and Executing** | |
| 6.1 Planning and organising | **Desirable** |
| 6.2 Developing results and meeting customer expectations | **Essential** |
| 6.3 Following instructions and procedures | **Essential** |

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| **7. Adapting and Coping** | |
| 7.1 Adapting and responding to change | **Essential** |
| 7.2 Coping with pressures and setbacks | **Essential** |

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| **8. Enterprising and Performing** | |
| 8.1 Achieving personal work goals and objectives | **Essential** |
| 8.2 Entrepreneurial and commercial thinking | **Less Relevant** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.