



## JOB DESCRIPTION

<b>Job Title:</b>	Programme Tutor- Personal Training		
<b>Department:</b>	Finance and Professional		
<b>Grade:</b>	CT 23-30a	<b>Position Type:</b>	Academic
<b>Responsible to:</b>	Programme Leader Head of Faculty	<b>Responsible for:</b>	Learning Outcomes

At **Oldham College**, we value and enable people by creating a space where everyone belongs and thrives earning trust and respect of the communities that we serve. We expect all colleagues to enable this, embedding and demonstrating the college values, by being **Respectful, Collaborative, Innovative, Aspirational and Inclusive**.

### **Role Purpose**

Our Programme Tutors deliver teaching, learning, and assessment that meets required quality standards and enables all students, including those with special educational needs and disabilities (SEND), to achieve their potential and progress successfully. The role supports the College’s purpose of empowering potential and achieving success.

### **Key Responsibilities**

- Deliver teaching, learning, and assessment in line with College, awarding body, and regulatory requirements, supporting student progress, achievement, and positive outcomes.
- Plan and deliver inclusive learning that meets the needs of students with SEND, using effective differentiation, reasonable adjustments, and agreed support strategies.
- Set clear targets and provide timely, accurate feedback that supports learner progress and achievement.
- Monitor student attendance, engagement, progress, and achievement, taking appropriate action where concerns are identified.
- Maintain accurate learner records, including assessment, progress, and support documentation, in line with quality and compliance requirements.
- Maintain professional, teaching, and vocational currency through continuous professional development.
- Actively promote safeguarding and equality, identifying and escalating concerns in line with College procedures.
- Work collaboratively with colleagues to deliver consistent standards of teaching, learning, and assessment across programmes.
- Participate in standardisation, internal verification, peer review, and other quality assurance activities as required.
- Share good practice and contribute to professional dialogue and quality improvement activities within and across curriculum areas.
- Work effectively with support staff and specialist teams, including SEND and student services, to support individual learner needs.

- Use learning environments, resources, systems, and digital platforms effectively to support high-quality delivery, quality assurance processes, and compliance with College requirements.
- Contribute to activities that support learner progression, transition, and destination outcomes where appropriate.

### **General Responsibilities**

- Act as a positive role model for students, colleagues, and stakeholders, supporting the College's vision of investing in futures and its purpose of empowering potential and achieving success.
- Work in accordance with the College's policies, procedures, regulations, and codes of conduct at all times.
- Contribute to the delivery of College strategic priorities and continuous improvement objectives.
- Undertake duties appropriate to the role and grade, as reasonably required to meet service needs.
- Take responsibility for ongoing professional and vocational development, actively participating in appraisal, training, and development activities.
- Work flexibly to support College operations, which may include evenings, open days, or weekends, depending on the role.
- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
  - The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
  - This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
  - If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

<b>Prepared by:</b>	<b>Rikki Paylor</b>	<b>Date:</b>	June 2026
<b>Reviewed by:</b>		<b>Date:</b>	
<b>Reviewed by:</b>		<b>Date:</b>	



## PERSON SPECIFICATION

### POST: Programme Tutor- Personal Training

Our person specifications set out what matters to us and what success looks like, informed by our commitment to our values.

We know that skills and experience can be demonstrated in different ways and encourage you to use the specification as a guide when telling us about your suitability. We are committed to high standards, inclusion, and equality and welcome applications from everyone who shares our purpose.

<b>Essential Qualifications</b>	<b>Assessed by:</b>
A recognised teaching qualification at level 5 or above	Application
GCSE Maths and English Grade 4/C or equivalent	Application
A subject qualification in a relevant vocational area, at level 3 or above	Application
<b>Desirable Qualifications</b>	
A degree or working towards	Application
<b>Essential Skills, Knowledge and Experience</b>	
A minimum of 5 years relevant industry experience for vocational teaching roles	Application
Experience of working with young people in a learning environment	Application/Interview
Demonstrates strong interpersonal skills and communication skills	Application/Interview
Comprehensive knowledge of the curriculum specialty, including industry links	Application/Interview
Ability to deliver teaching, learning and assessment that meets the required quality standards and supports learner progress and achievement	Application/Interview
Understanding of assessment, feedback and record keeping requirements to support quality assurance and compliance	Application/Interview
Ability to adapt delivery to meet the needs of learners with SEND	Application/Interview
Ability to work collaboratively with colleagues to maintain consistent standards and contribute to quality improvement activities	Application/Interview
Can inspire learners using exciting and relevant teaching and learning approaches	Application/Interview
Ability to use systems, learning environments and resources effectively	Application/Interview

Work effectively with internal teams and external partners to support curriculum quality, awarding body requirements and learner outcomes	Application/Interview
<b>Desirable Skills, Knowledge and Experience</b>	
An understanding of the issues of social and cultural diversity for curriculum development and delivery	Application/Interview
<b>Other Essential Requirements</b>	
Ability to work occasional evenings, Saturdays, on a rota basis as required	Interview
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children, young people, and/or vulnerable adults	Application/Interview/ Onboarding