



Role Description

Business Area: Employer Responsive – Curriculum

Job Title: Employer Responsive Tutor

Salary Scale: £12.88 - £17.79 per hour (plus holiday pay)

Location: Various Hopwood Hall College campuses, outreach and employer premises

Accountable to: Head of Business Development

Hours of Duty: Variable

Special working conditions

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

Purpose

To deliver a range of programmes and contribute to the curriculum development as agreed with the Head of Business Development. To be responsible for quality assurance of your teaching and/or other duties.

Duties

1. To deliver on a wide range of part-time / short courses, in line with the college and curriculum area specifications
2. To prepare and review session plans, scheme of work, lesson plans and teaching/learning materials using initial assessments, diagnostics and marked work to bespoke for each learners' individual needs
3. Plan and deliver engaging training sessions to inspire and motivate learners in classroom and workplace environment, depending on employer requirements
4. Travel to workplace sessions, to deliver planned bespoke programmes
5. To improve learners' experience through providing ongoing support as required
6. Prepare learners for examinations to gain the appropriate qualifications
7. Continually monitor and review learners' progress
8. Assist in the writing, design and development of curriculum through planning time
9. Monitor attendance, punctuality and progress and report using the colleges systems (pro monitor / markbook)
10. To consistently deliver high standards of teaching and learning
11. Act on feedback from teaching observations, employers, peers or other review processes

12. Undertake necessary CPD to professionally develop and keep abreast with current practices and legislation within the sector
13. Complete qualification administration to required standards for awarding body and verified by IQA/EQA
14. Engaging with quality management processes to ensure that teaching maintains Outstanding OFSTED standards
15. To work collaboratively with the wider business and support the work of academic, curriculum and support functions teams as may reasonably be required in the delivery of the Hopwood Hall strategic plans
16. To ensure the application of Inclusive Learning in all areas of activity
17. Ensure continuous development and improvement of professional knowledge.
18. To perform any other duties consistent with this position as may from time to time be assigned to you within HHC.

Data Protection: To understand your own responsibilities, be committed to and comply with all Hopwood Hall policies, procedures and guidelines with respect to the processing and management of all personal data.

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

Teaching Qualification or willingness to work towards

Desirable Criteria

**Holds a teaching qualification, at least a Diploma in Teaching in the Lifelong Learning Sector (DTLLS)
At least Level 3 in English / Maths**

Hold an IT level 3 qualification

How Identified: Application

Experience

Essential Criteria

Prior experience of teaching / training

If a vocational area practical/industrial experience within that field.

How Identified: Application/Interview

Specialist Knowledge

Essential Criteria

Comprehensive knowledge of the subject area

Understanding of current educational initiatives

Creative and innovative approach to the development of teaching materials

Role Description [December 2019](#)

How Identified: Application/Interview

IT Skills

Essential Criteria

Intermediate level of Microsoft applications particularly word and powerpoint.

Willing to undertake IT training relevant to their role.

Desirable Criteria

Knowledge of software packages such as promonitor, goldmine and student record systems.

Familiar with using VLE's and E Learning packages.

How Identified: Application/Interview

Competencies

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

1. Leading and Deciding	
1.1 Deciding and initiating action	Essential
1.2 Leading and supervising	Desirable

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

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

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

5. Creating and Conceptualising	
5.1 Learning and researching	Essential
5.2 Creating and innovating	Essential
5.3 Formulating strategies and concepts	Less Relevant

6. Organising and Executing	
6.1 Planning and organising	Essential
6.2 Developing results and meeting customer expectations	Essential

6.3 Following instructions and procedures	Essential
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7. Adapting and Coping	
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7.1 Adapting and responding to change	Essential
7.2 Coping with pressures and setbacks	Essential

8. Enterprising and Performing	
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8.1 Achieving personal work goals and objectives	Essential
8.2 Entrepreneurial and commercial thinking	Desirable

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.