Applications are invited for this post to be effective as soon as possible.

**Work Based Tutor – Service Sector**

**Location: Derby**

**Salary: £22,220 - £27,340 per annum (39 hours per week/52 weeks per year)**

A vacancy has arisen for an experienced, enthusiastic Work Based Tutor to deliver and assess for Learning Unlimited with an emphasis on Business Administration and Customer Service Apprenticeship Standards.

The successful candidate will be required to carry out workplace visits to a caseload of learners, providing coaching, mentoring and assessment for successful completion of their chosen qualification. The Work Based Tutor will work with the learner to ensure that all components of their Apprenticeship Standard are completed to ensure timely success for the learner. The applicant will be responsible for the whole learner journey including advice and guidance, enrolment onto the correct programme of learning, delivery of Apprenticeship Standards, employer liaison and preparing learners for end-point assessment (EPA).

Applicants must have a relevant Level 3 Business Administration qualification, also be occupational competent and hold the Assessors A1 Award (TDLB D32/D33) or TAQA 301 Award. V1 Award (TDLB D34) TAQA 401 Award is not essential, but desirable. Training/Teaching/Basic Skills qualifications would be an advantage, although not essential. Excellent communication skills and a professional outlook are essential. Flexibility to work additional hours when required and undertake substantial travel is also essential.

To apply for this role, please visit our website at [www.chesterfield.ac.uk/jobs](http://www.chesterfield.ac.uk/jobs)

Shortlisting for this role may take place as applications are received. We therefore reserve the right to close this vacancy once a suitable candidate has been appointed.

**Closing Date: 14 May 2021**

**Interview Date: 25 May 2021**

An offer of employment at Chesterfield College will be subject to an Enhanced Disclosure carried out by the Disclosure and Barring Service.

*‘Encouraging All Individuals to Develop Their Full Potential Through Education and Training’*