

Job Description: Work Based Tutor

Title:	Work Based Tutor
Grade:	Work Based Tutor (29-36)
Activity:	Regulated
Contact Hours:	Annual maximum: 865-1080 hours, weekly maximum; 30
Responsible to:	Head of Faculty

Job Purpose:

To provide an outstanding learner experience through teaching, training, reviewing and assessing learners, enabling timely achievement. Lead aspects of learning and pro-actively engage in quality assurance.

Main Responsibilities:

1. Provide Teaching, Training, Learning and Assessment
2. Lead / co-ordinate Learning through standards in the subject area.

1. Teaching, Learning and Assessment

- 1.1 Participate in the interviewing, enrolment/activation and induction of learners.
- 1.2 Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.
- 1.3 Prepare schemes of work, lesson assessment & IV plans.
- 1.4 Coordinate and prepare for EV visits, IQA and end point assessments.
- 1.5 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required.
- 1.6 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 1.7 Contribute to the wider enrichment of learners and support students' pastoral needs.
- 1.8 Contribute to the maintenance of an effective, efficient and professional learning environment.

- 1.9 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.10 Participate in appropriate quality assurance procedures.
- 1.11 Prepare learners for a range of accreditation and assessments.
- 1.12 Maintain accurate and detailed student records including the writing of reports and references.
- 1.13 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.14 To track the progression of learners, including work place reviews, to ensure timely achievement.
- 1.15 Provide specialist advice to learners and organisations regarding vocational and work based qualifications, delivery and progression options.
- 1.16 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

2. Leadership of apprenticeship standards

- 2.1 Provide inspirational leadership of standard(s) within a subject/programme area.
- 2.2 To have full responsibility and be the key contact for bespoke delivery and leadership of standard(s) within a subject / programme area.
- 2.3 Contribute to the formation and monitoring of standard(s) and to write elements of the curriculum rationale.
- 2.4 Link with, inform and support other Lecturers within the standard(s) areas.
- 2.5 Contribute proactively to the quality assurance and the quality improvement of the standard(s), area and faculty self-assessment.
- 2.6 Contribute to the development of the standard(s) subject/programme area, faculty and the College's strategic direction.
- 2.7 Working with employers and the Business Solutions Team around the development and delivery of bespoke courses.
- 2.8 Attend monitoring meetings with delivery Partners as necessary.

3. Additional Duties

- 3.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

- 3.2 Be responsible for safeguarding and promoting the welfare of learners.
- 3.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 3.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.



Person Specification

Work Based Tutor

Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	Recent teaching and or training experience within the relevant Industry.	✓	✓
	Experience of delivering bespoke courses to a range of partners.	✓	✓
	Experience of developing training solutions	✓	
	Experience of achieving targets	✓	
Skills and Abilities	Essential:		
	Excellent verbal and written communication skills	✓	✓
	Excellent time management skills	✓	✓
	Ability to prioritise work and meet deadlines	✓	✓
	Excellent organisation and scheduling skills	✓	✓
	Ability to motivate and inspire learners	✓	✓
	Ability to engage with employers and to develop bespoke training / learning solutions	✓	✓
	Driving licence held for 2 years with no more than 6 points	✓	
	Ability to record and report on progress towards complex data sets	✓	✓
	IT Literate – use of databases, competent user of Microsoft office (Word, Excel, Access and Power point)	✓	
	Desirable:		
	Ability to lead a team effectively	✓	✓

Criteria		How Evaluated	
		Application	Interview
Qualifications	Essential:		
	A specialist degree or vocational qualification at Level 3 or above or equivalent industry qualifications & experience	✓	
	Commitment to achieve Cert Ed within 3 academic years of joining the College.	✓	
	Willingness to work towards and achieve TAQA (A1 and V1 or equivalent)	✓	
	GCSE English & Maths at Grade C or 4 and above or equivalent	✓	
	Desirable:		
	Teaching qualification (DTLLS/ Cert Ed / PGCE)	✓	
	TAQA (A1 or V1 or equivalent)	✓	
Personal Qualities	Essential:		
	Willing to share good practice		✓
	Ability to work effectively in a team and on own initiative with limited supervision		✓
	Willingness to undertake further training if necessary	✓	✓
Mandatory Requirements	Essential:		
	Commitment to safeguarding and promoting the welfare of children and vulnerable adults enrolled at College		✓
	Commitment to equal opportunities		✓