

# Job Description: Work Based Tutor

<b>Title:</b>	Work Based Tutor
<b>Grade:</b>	Work Based Tutor (29-36)
<b>Activity:</b>	Regulated
<b>Contact Hours:</b>	Annual maximum: 865-1080 hours, weekly maximum; 30
<b>Responsible to:</b>	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 frameworks/ standard(s) 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 frameworks / standards**

- 2.1 Provide inspirational leadership of frameworks/ standard(s) within a subject/programme area.
- 2.2 To have full responsibility and be the key contact for bespoke delivery and leadership of frameworks / standard(s) within a subject / programme area.
- 2.3 Contribute to the formation and monitoring of frameworks / standard(s) and to write elements of the curriculum rationale.
- 2.4 Link with, inform and support other Lecturers within the framework / standard(s) areas.
- 2.5 Contribute proactively to the quality assurance and the quality improvement of the framework / standard(s), area and faculty self-assessment.
- 2.6 Contribute to the development of the framework / 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
<b>Experience</b>	<b>Essential:</b>		
	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	✓	
<b>Skills and Abilities</b>	<b>Essential:</b>		
	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)	✓	
	<b>Desirable:</b>		
	Ability to lead a team effectively	✓	✓

Criteria		How Evaluated	
		Application	Interview
<b>Qualifications</b>	<b>Essential:</b>		
	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	✓	
	<b>Desirable:</b>		
	Teaching qualification (DTLLS/ Cert Ed / PGCE)	✓	
	TAQA (A1 or V1 or equivalent)	✓	
<b>Personal Qualities</b>	<b>Essential:</b>		
	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	✓	✓
<b>Mandatory Requirements</b>	<b>Essential:</b>		
	Commitment to safeguarding and promoting the welfare of children and vulnerable adults enrolled at College		✓
	Commitment to equal opportunities		✓

# Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.



## MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

