



Oldham College

WHERE LEARNING WORKS
AND SKILLS PAY

JOB DESCRIPTION

Job Title:	Programme Tutor Motor Vehicle		
Department:	Construction & Motor Vehicle	Job Ref:	
Grade:	£34,883 per annum	Position Type:	Perm
Responsible to:		Responsible for:	

Job Description

Main Purpose of Role

To contribute to the promotion of excellence in teaching/support, learning and assessment, working as part of a team in the Faculty.

To be responsible for the organisation of teaching/support and learning for a specific assignment of learners.

To promote and provide excellent customer service internally and externally in all areas of the role.
Main Duties and Responsibilities.

Main Duties and Responsibilities

Ensure learners are set targets that add value, enable the achievement of stretching learning goals and are provided with the necessary support to assist them in successfully completing their programmes.

Be aware of Key Performance Indicators and targets within the area and contribute to their monitoring regularly and achievement.

Develop innovative and stimulating teaching learning and assessment materials for use in a range of delivery modes, in addition to a commitment to teaching and learning development, e.g. peer observation and CPD related activity.

Design and deliver a flexible and relevant range of provision including prep for work skills, to meet the needs of employers and members of the communities of Oldham.

Maintain familiarity with the changing demands of the curriculum, assessment and customer needs

and reflect these changes in the design, delivery and assessment.

Have up-to-date Programme Specifications and Schemes of Work for all courses/classes taught and prepare suitable teaching materials for delivery of courses.

Maintain current and appropriate resources for all course units on the College VLE and develop flexible opportunities for delivery and catch up.

Prepare suitable materials/activities for independent and differentiated learning ensuring students have guided access to materials/activities relevant to their courses.

General

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

Equality and Diversity:

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- 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.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed.

You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:		Date:	
Reviewed By:		Date:	
Reviewed By:		Date:	

PERSON SPECIFICATION

POST:

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application, providing evidence wherever possible.

The College takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

Assessment: Items marked with a * are short-listing criteria, all other criterion will be assessed at interview and/or by other assessment methods.

<u>Qualifications</u> <u>ESSENTIAL:</u>	Short-listing criteria - evidence Required *
A recognised teaching qualification (or willingness to train for this and achieve within 2 years).	*
Level 3 or advanced certificate in Motor Vehicle	*
A recognised Assessor's Award (TDLB Assessor/verifier awards D32, D33, D34 or the new A&V Awards) (or willingness to train and achieve within 6 months).	*
<u>Desirable:</u>	
Evidence of CPD in the sector (hybrid, Electric Cars)	*
<u>Skills, Knowledge & Experience</u> <u>Essential:</u>	
Good understanding of learner and customer needs and a track record of developing and delivering a high-quality outcome for learners.	*
Track record of quality improvement.	*
Experience of raising recruitment retention and achievement rates of students	*
Comprehensive knowledge of the curriculum specialty including industry links.	*
Good understanding of the current Government & national priorities for FE and	*

skills agenda and impact on own curriculum area.	
Experience of applying successful differentiation and personalisation in the learning environment *	*
Record of assessing / verifying to highest awarding body standards.	*
Understand what constitutes excellence in teaching, learning and assessment and demonstrates proactive approach to addressing own CPD to achieve excellence.	*
Experience of leading or participating in multi-disciplinary teams to resolve Department/organisational problems.	*
Demonstrates accurate record keeping in relation to managing learners	*
Track record of excellent information management and use of Key Performance Indicators related to learners and course management.	*
Able to use IT to support planning and forecasting activities e.g. gradebook	*
Other Requirements:	