

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Commercial & Work Based Tutor / IQA – Electrical Installation
<b>GRADE/SALARY:</b>	Harmonised Salary Scale Point 21-38
<b>WORK ARRANGEMENTS:</b>	37 hours per week/52 weeks per year
<b>DEPARTMENT:</b>	Plumbing and Electrical Installation
<b>RESPONSIBLE TO:</b>	Curriculum Operations Manager

### **PURPOSE OF THE POST**

The post holder will:

1. Plan, and deliver outstanding teaching of commercial courses to our customers
2. Motivate, teach, and assess a caseload of learners to achieve identified outcomes and qualifications within the agreed timeframes.
3. Ensure all delivery practices meet the requirements of both internal and external quality and compliance frameworks.
4. Provide an excellent service and contribution to building long-term relationships with employers

### **DUTIES AND RESPONSIBILITIES:**

1. Teaching, coaching and assessing in accordance with qualification standards and assessment strategy.
2. Carry out internal verification and quality assurance processes, including standardisation and contribute to the planning of EQA visits
3. Course management and organisation, other marketing and public relations activities associated with the delivery of commercial courses.
4. Providing initial advice and guidance to all potential learners.
5. Following and adhering to all the operational procedures within Chesterfield College
6. Carrying out thorough enrolment and induction with all new learners.
7. Developing and agreeing Learning Plans with all learners based on the individual learner's needs.
8. Providing effective and regular support to learners and employers.
9. Motivating learners and raising their aspirations to ensure success.
10. Completing all required documentation, learner evidence, administration and maintaining own comprehensive records.

11. Ensuring correct guided learning and off the job hours required for each learner are recorded and evidenced.
12. Being active in looking for new business, including attending promotional events and marketing activities as requested.
13. Developing proactive working relationships with employers to promote the College's products and services.
14. Contributing to the self-assessment process and completion of the Quality Improvement Plan.
15. Contributing to the delivery of the business plan and budget.
16. Facilitating and supporting training to learners and, where appropriate, preparing, delivering and evaluating training to individuals/groups, including commercial delivery.
17. Providing 1-1 teaching, coaching and support to learners in the workplace.
18. Supporting the achievement of functional skills and, where appropriate, delivering functional skills as required.
19. Researching and developing learning materials and resources to support the achievement of target outcomes, as appropriate.
20. Attending team meetings as and when required
21. Supporting the collation of surveys to evaluate the effectiveness of all learning.
22. Providing written and verbal reports as requested by your line manager.
23. Co-ordinating appointments efficiently and effectively, working flexibly (weekends and evenings) when required.
24. Flexible to potential extensive travel in order to meet the needs of the business and sufficiently support learners.
25. Demonstrating flexibility in responding to changing demands in the College's strategic priorities and workload.

## **GENERAL**

1. Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.
2. Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.
3. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.
4. Act as an ambassador for the Group, being positive and professional at all times.
5. Comply with all legislative and regulatory requirements.
6. Apply the Group's Safeguarding Policy and practices and attend all training as requested.

7. Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.
8. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
9. Take responsibility for keeping personal data safe, ensuring compliance with the data protection policy and procedures and attending all mandatory training.

## Person Specification

<b>Post:</b>	Commercial / Work Based Tutor & IQA Electrical Installation	<b>Department:</b>	Plumbing and Electrical Installation
--------------	---	--------------------	--------------------------------------

<b>Key Requirements:</b>	<b>Essential/ Desirable</b>	<b>Assessed</b>
<b>Qualifications:</b>		
Relevant occupational qualification to the post advertised	<b>E</b>	<b>A</b>
Assessor qualification (eg D32, D33, A1, TAQA)	<b>E</b>	<b>A</b>
Training/Teaching/Basic Skills qualification	<b>D</b>	<b>A</b>
English and maths at Level 2	<b>E</b>	<b>A</b>
Internal Verifier Award (eg D34, V1, TAQA L4)	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Relevant occupational competency with evidenced continuous CPD to maintain industry knowledge	<b>E</b>	<b>A/I</b>
Experience of quality and self-assessment process	<b>D</b>	<b>A/I</b>
Experience in the assessment of Standard and NVQ qualifications, meeting the national occupational standards	<b>E</b>	<b>A/I</b>
Experience in teaching, coaching and mentoring students in achieving accredited qualifications	<b>E</b>	<b>A/I</b>
Experience in working under own initiative and managing time and workload effectively	<b>E</b>	<b>A/I</b>
Experience in the delivery of Functional Skills qualifications	<b>D</b>	<b>A/I</b>
Experience in managing and working with external clients	<b>E</b>	<b>A/I</b>
Contribution to the external verification process	<b>D</b>	<b>A/I</b>
Experience of working towards and achieving targets and deadlines	<b>E</b>	<b>A/I</b>
Experience in maintaining accurate records to meet internal and external audit requirements and following set procedures effectively	<b>E</b>	<b>A/I</b>
Experience in providing initial advice and guidance to learners / employers	<b>E</b>	<b>A/I</b>
<b>Skills/Knowledge:</b>		
Commitment to and understanding of quality systems and self-assessment procedures	<b>D</b>	<b>A/I</b>
Ability to research/ develop learning materials to support learner achievement	<b>E</b>	<b>A/I</b>
Commitment to managing time and meeting deadlines	<b>E</b>	<b>A/I</b>
Energy, enthusiasm and the ability to work under pressure to achieve goals	<b>E</b>	<b>A/I</b>
Ability to be flexible and adapt to changing priorities	<b>E</b>	<b>A/I</b>
Commitment to producing timely reports and other documents as requested	<b>E</b>	<b>A/I</b>
Excellent customer service and interpersonal skills	<b>E</b>	<b>A/I</b>
Excellent IT skills	<b>E</b>	<b>A/I</b>
<b>Qualities:</b>		
Willingness to undertake substantial travel in line with the needs of the role	<b>E</b>	<b>I</b>
Flexibility to work additional hours when required	<b>E</b>	<b>I</b>
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>E</b>	<b>I</b>

Have a valid full driving licence and vehicle with business insurance	<b>E</b>	<b>A/I</b>
Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>I</b>

**E = Essential    D = Desirable    A = Application    I = Interview    T = Test**

<b>Produced by:</b>	MB	<b>Date Produced:</b>	18/12/2025
---------------------	----	-----------------------	------------