

Work Based Tutor

ROLE OVERVIEW

Job Title: Work Based Tutor

Grade: Work Based Tutor

Contact Hours: Annual maximum: 865-1080 hours, weekly maximum; 30

Contract: Permanent

Faculty: Professional & Adult Learning

Responsible to: Head of Faculty

KEY ROLE OBJECTIVES

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 eLLPs 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.

Reviewed: November 2025

Person Specification

Work Based Tutor

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria

- Recent teaching and or training experience within the relevant industry (A/I)
- Experience of delivering bespoke courses to a range of partners. (A/I)
- Experience of developing training solutions (A)
- Experience of achieving targets (A)

Skills and Abilities

Essential Criteria

- Excellent verbal and written communication skills (A/I)
- Excellent time management skills (A/I)
- Ability to prioritise work and meet deadlines (A/I)
- Ability to motivate and inspire learners (A/I)
- Ability to engage with employers and to develop bespoke training / learning solutions (A/I)
- Driving licence held for 2 years with no more than 6 points (A)
- Ability to record and report on progress towards complex data sets (A)
- IT Literate – use of databases, competent user of Microsoft office (Word, Excel, Access and Power point) (A)

Desirable Criteria

- Ability to lead a team effectively (A/I)

Qualifications

Essential Criteria

- Willing to share good practice (I)
- Ability to work effectively in a team and on own initiative with limited supervision (I)
- Willingness to undertake further training if necessary (A/I)

Desirable Criteria

- Teaching qualification (DTLLS/ Cert Ed / PGCE) (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)
- Commitment to British Values and the Prevent Agenda (I)

Reviewed: November 2025

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.