Role Profile

Job Title	**Tutor**	**Department**	**Automotive Construction Engineering and Logistics**
Business Unit	**TMC**		
Location		**Reports to**	**Departmental Team Leader**
Direct Reports	**None**	**Cost Centre**	
Job Code	**Across Site Working**	**Evaluated Grade**	

1. Job Purpose

As directed by a Departmental Team Leader or Head of Department you will provide supervision of your curriculum area ensuring that you meet budget, quality and operational targets. You will deliver high quality, learner focused education to meet contractual requirements and standards, in line with TMC policies and procedures.

2. Key Accountabilities

- Teaching – lead and support delivery and assessment of learning.
- Within a Scheme of Work, develop lesson plans to ensure compliance with curriculum best practice and quality targets.
- Contribute and develop curriculum to meet local and national priorities.
- Ensure safeguarding of learners.
- Ensure that learner records are accurate and maintained in line with data protection and TMC policies.
- Compliance with TMC & stakeholder policies and procedures.
- Timely and accurate recording and record keeping.
- Participate in continual professional development activities to ensure skills and qualifications are in line with sector best practice.
- Work in conjunction with stakeholders and clients where appropriate

As directed by your Department Team Leader/Head of Department

- Plan, lead and develop the curriculum area within the establishment to ensure compliance with the national curriculum framework, the integration of functional skills, best practice and quality targets.
- Day to day management of delivery team in line with TMC policies and procedures.
- Develop and mentor new Tutors.
- Lead in delivery and accreditation of learner-focused provision.
- Timely and accurate reporting on funding and compliance activity

3. Management & Leadership

- None

4. Financial Responsibilities

- None

5. Qualifications, Experience & Skills

Qualifications

Essential

- Must have a teaching / assessing (as appropriate) qualification and subject specialist qualification at Level 4 (Level 5 – new standards) with a commitment to obtain the relevant outstanding Level 4 (Level 5 – new standards) qualification within a specified time scale
- English & Maths - must be qualified to a minimum of Level 2

Desirable

Experience

Essential

- Track record of effective teaching in delivering in subject specialism

Desirable

Skills

Essential

- Meet delivery targets and plans
- Accurate and timely reports and records
- Positive contribution to planning & development processes
- Positive team working
- Learner satisfaction

As directed by your Department Team Leader/Head of Department

- Development of a motivated and flexible delivery team

Desirable

6. Values & Behaviours

All colleagues who work with LTE group strive to make it a great place to work, and a great organisation that inspires, motivates and delivers for its learners.

Our Values and Behaviours are designed to guide how we work, every day. Every colleague within the Group is expected to demonstrate the LTE group Values and Behaviours:-

Values

Integrity – we are honest, trustworthy and open
One Team – we collaborate, respect each other and contribute to team goals
Always Improving – we are forward thinking, we innovate and take ownership
Can Do – we are positive, inclusive, flexible and proactive
Sustainable – we take a long term view environmentally, financially and socially

Behaviours

Aspirational – able and willing to evolve, achieve potential, adapt to changing environments
Respect – lead by example, embrace diversity, build trust

Collaboration – work together to offer all learners and customers excellent outcomes, build strong working relationships

7. General

- To actively contribute to the colleges commitment to safeguarding and promoting the well-being of children, young people and vulnerable adults.
- To actively contribute to the principles of Equality and Diversity within the college.
- To work flexibly as required on any College site or external premises, if required.
- To carry out such training, re-training and updating as may be necessary to fulfil the requirements of the post.
- To ensure duties are carried out with full regard to Health & Safety legislation and to enable the College to meet its objectives in providing a safe and healthy environment for all users.
- To undertake other duties that Management may, from time to time, reasonably require, commensurate with the grade.

8. Approvals

Job Holder		**Name**	
Signature		**Date**	
Line Manager		**Name**	
Signature		**Date**	
Head of Department		**Name**	
Signature		**Date**	