

# Work Based Tutor – Civil Engineering/ Construction & Building Services

## JOB DESCRIPTION

|                        |  |
|------------------------|--|
| <b>Title:</b>          | Work Based Tutor                                   |
| <b>Grade:</b>          | Work Based Tutor (29-37)                           |
| <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 eLPs 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 industry experience within the Construction, Civil Engineering or Building Services sector        | ✓             | ✓         |
|                             | 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 | ✓             |           |
|                               | Willingness to work towards teaching and assessing qualifications  | ✓             |           |
|                               | 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.



## VISION

To be an exceptional college.

## 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.

