The Chesterfield College Group

JOB DESCRIPTION

POST TITLE:	Work Based Tutor – Engineering
GRADE/SALARY:	Competitive Salary
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year
DEPARTMENT:	Advanced Engineering, Building Technologies and Construction
RESPONSIBLE TO:	Curriculum Operations Manager

PURPOSE OF THE POST

The post holder will:

1. Motivate, teach, assess and progress a caseload of learners to achieve identified outcomes and qualifications within the agreed timeframes.
2. Ensure all delivery practices meet the requirements of both internal and external quality and compliance frameworks.
3. 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. Providing initial advice and guidance to all potential learners.
3. Following and adhering to all the operational procedures within Engineering.
4. Carrying out thorough enrolment and induction with all new learners.
5. Developing and agreeing an Individual Learning Plan (ILP) with all learners based on the individual learner's needs.
6. Providing effective and regular support to learners.
7. Motivating learners and raising their aspirations to ensure success.
8. Completing all required documentation, learner evidence, administration and maintaining own comprehensive records.
9. Ensuring correct guided learning hours (GLHs) required for each learner are recorded and evidenced.
10. Being active in looking for new business, including attending promotional events and marketing activities as requested.
11. Developing proactive working relationships with employers to promote the College's products and services.

12. Where required, carrying out internal verification and quality assurance activity including standardisation.

13. Contributing to the self-assessment process and completion of the Quality Improvement Plan.

14. Contributing to the delivery of the business plan and budget.

15. Facilitating and supporting training to learners and, where appropriate, preparing, delivering and evaluating training to individuals/groups.

16. Providing 1-1 teaching, coaching and support to learners in the workplace.

17. Supporting the achievement of functional skills and, where appropriate, delivering functional skills as required.

18. Researching and developing learning materials and resources to support the achievement of target outcomes, as appropriate.

19. Contributing to the external verification process.

20. Attending team meetings as and when required to do so in Engineering and also in related Directorates.

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. 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.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

Post:	Work Based Tutor – Engineering	Department:	Advanced Engineering, Building Technologies and Construction

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

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

Produced by:	E Jones	Date Produced:	30/04/2018