

JOB DESCRIPTION

POST TITLE:	Work Based Tutor
GRADE/SALARY:	£22,220 - £27,340 per annum
WORK ARRANGEMENTS:	39 hours per week/ 52 weeks per year
DEPARTMENT:	Learning Unlimited Derby
RESPONSIBLE TO:	Work Based Manager

PURPOSE OF THE POST

The post holder will:

1. To ensure all delivery practices meet the requirements of both internal and external quality and compliance frameworks.
2. To provide an excellent service and contribution to building long-term relationships with employers.
3. Strive to achieve consistently outstanding provision.

DUTIES AND RESPONSIBILITIES:

1. Performing the role of Work-Based Tutor in accordance with standards and assessment strategy.
2. Providing initial advice and guidance to all potential learners.
3. Following and adhering to all the operational procedures within Learning Unlimited.
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 Off-the-job training hours 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. Carrying out internal verification and quality assurance activity including standardisation.
13. Contributing to the delivery of the business plan and budget
14. Facilitating and supporting training to learners and, where appropriate, preparing, delivering and evaluating training to individuals/groups.
15. Providing 1-1 coaching and support to learners.
16. Support and monitor Directorate activities in relation to learning cohorts, ensuring a smooth and efficient service is provided.
17. Researching and developing learning materials to support the achievement of target outcomes, as appropriate.
18. Contributing to the external verification process.
19. Attending team meetings as and when required to do so in Learning Unlimited and also in related Directorates.
20. Evaluating the effectiveness of all learning by using survey results.
21. Providing regular written and verbal reports to the line manager and advising of resource requirements.
22. Co-ordinating appointments efficiently and effectively, working flexibly (weekends and evenings) when required.
23. Travelling as and when required in line with the requirements of the programme.

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	Department:	Learning Unlimited Derby
--------------	------------------	--------------------	--------------------------

Key Requirements:

	Essential/ Desirable	Assessed
Qualifications:		
Relevant occupational qualification to the post advertised	E	A
Assessor qualification (e.g. D32, D33, A1, TAQA)	E	A
Training/Teaching/Basic Skills qualification	D	A
Experience:		
Experience of quality and self-assessment process	D	A/I
Experience in the assessment of NVQ qualifications	E	A/I
Experience in working under own initiative and managing time and workload effectively	E	A/I
Recent and relevant occupational experience in the qualifications being assessed	E	A/I
Experience of coaching and supporting learners	E	A/I
Experience in the delivery of Functional/ Key Skills qualifications	D	A/I
Evidence of excellent interpersonal skills	E	A/I
Experience in managing and working with external clients	E	A/I
Experience in contributing to the external verification process	D	A/I
Experience of working to 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 and employers	E	A/I
Skills/Knowledge:		
Understanding of FE Funding	D	A/I
Commitment to and understanding of quality systems and self-assessment procedures	D	A/I
Ability to research/develop learning materials to support the achievement of learners	E	A/I
Commitment to managing time and meeting deadlines	E	A/I
Energy, enthusiasm and the ability to work under pressure and 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 by the Work Based Learner Manager	E	A/I
Excellent customer service 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
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I
Have a valid full driving licence and vehicle with business insurance	E	A/I

E = Essential

D = Desirable

A = Application

I = Interview

Produced by:	NC	Date Produced:	December 2020
--------------	----	----------------	---------------