



## JOB DESCRIPTION

Oldham College

<b>Job Title:</b>	Tutor/Assessor Electrical Installations		
<b>Department:</b>	Work Based Learning	<b>Job Ref:</b>	
<b>Grade:</b>	Up to £42,000pa	<b>Position Type:</b>	
<b>Responsible to:</b>	FULL TIME 37 days holiday Eligible for teachers' pension scheme 36.66 hours per week	<b>Responsible for:</b>	

### Job Description

#### Main Purpose of Role

Operate within an employer focused/skills for work framework offering initial assessment and ongoing assessment and advisory services to a caseload of work-based and NVQ learners – including apprentices and employed workers (e.g. adult apprentices).

Contribute to the promotion of excellence in teaching and learning, working as part of a team in the Department.

Responsible for the organisation of teaching and learning for a specific assignment of learners.

To promote and provide excellent customer service internally and externally in all areas of the role.

#### Main Duties and Responsibilities

##### Preparation and Teaching

Ensure that learners achieve their learning goals and are provided with the necessary support to assist them in successfully completing their programmes.

Develop innovative and stimulating teaching and learning materials for use in a range of delivery modes.

Design and deliver a flexible range of provision to meet the needs of employers and members of the communities of Oldham.

Maintain familiarity with the changing demands of the curriculum, assessment and customer needs

and reflect these changes in the design, delivery and assessment of the curriculum areas responsible for.

Have up-to-date Programme Specifications and Schemes of Work for all courses/classes taught and prepare suitable teaching materials for delivery of courses.

Maintain current and appropriate resources for all course units on the College Moodle and fully implement and utilize the college VITAL system.

Prepare suitable materials/activities for independent and differentiated learning and ensure that all students have guided access to differentiated learning materials/activities relevant to their courses.

### **Student Progress & Achievement**

Carry out regular progress reviews timely and report learner progress to deadlines using Vital.

Ensure that all administrative records and systems e.g. Vital, Registers, Calendars, examinations entries are these are accurately maintained to meet the requirements / standards laid down internally and by external agencies.

Fully utilize MIS systems to track and monitor in training list and success data, maximizing success in both timely and overall achievements and ensuring these are above benchmark.

### **Curriculum Development and Quality Assurance**

Provide excellent work-based assessment services consistent with best practice and the organisations approach to quality and standards.

Participate in the development and delivery of Department and Cross College marketing events and promotional activities.

Ensure that (i) each learner has a detailed individual learning plan; (ii) that each learner has the opportunities to complete that plan; (iii) in all cases, the approach is training based and not assessment only based; and (iv) each learner is supported to build a high-quality portfolio.

Maintain systems for course and student management including the tutorial entitlement, maintaining ILP's, examinations, internal and external verifications, and Quality Assurance Processes.

Be a subject/personal tutor to a group of students and fulfil the associated responsibilities within student ILP's such as guidance and counselling, individual action planning, target setting, review and feedback, etc.

Undertake IQA as required and lead on EQA visits.

Fully complete start paperwork including initial assessment with new learners and give detailed IAG around their chosen apprenticeship and progression opportunities.

Improve quality in area of responsibility through completion of student surveys.

Participate in Department and Cross-college development initiatives including as required show casing teaching and learning materials/methods used within own courses.

Carry out health and safety visits with external employers and maintain an awareness of Health and Safety at all times and ensure that students are aware of safe practices and procedures.

### **Team Responsibilities**

Maintain professional and vocational currency through CPD & contribute to the development of others as required.

Ensure that equality of opportunity is fully reflected in all aspects of the work.

Observe and actively promote College policies and external legal requirements with regard to: financial regulations; health and safety; the students' charter; equal opportunities and other appropriate statutory obligations

---

### **General**

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

### **Equality and Diversity:**

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

### **Health and Safety:**

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

### **Safeguarding Children and Vulnerable Adults:**

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed.

You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:		Date:	
Reviewed By:		Date:	
Reviewed By:		Date:	

## PERSON SPECIFICATION

### POST:

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application, providing evidence wherever possible.

The College takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care-oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

**Assessment:** Items marked with a \* are short-listing criteria, all other criterion will be assessed at interview and/or by other assessment methods.

<u>Qualifications</u> ESSENTIAL:	<u>Evidence Required</u>
Relevant occupational qualification to NVQ Level 3, or equivalent.	*
<u>Managing Learners</u> ESSENTIAL:	
A minimum of 2 years post-qualification/apprenticeship experience in related occupational area.	*
Interest and knowledge of work-based learning and other workforce development programmes.	*
Good understanding of learner and customer needs and a track record of developing and delivering a high quality service to learners.	*
Track record of planning for quality improvement.	*
Experience of raising recruitment retention and achievement rates of students managed.	*
Comprehensive knowledge of the curriculum specialty including industry links.	*
Good understanding of the current Government & national priorities for FE and the skills agenda and how this applies to own curriculum area.	*

Evidence of providing a high quality learning experience including some use of ILT in delivery and design methods.	*
Experience of applying successful differentiation in the learning environment.	*
Record of assessing / verifying to highest awarding body standards.	*
<i>Managing Self</i> ESSENTIAL:	
Able to manage time effectively and prioritize work to achieve timescales at self/team and cross college level.	*
Understand what constitutes excellence in teaching and learning and demonstrates proactive approach to addressing own CPD to achieve excellence.	*
<i>Cross College contribution</i>	
Experience of leading or participating in multi-disciplinary teams to resolve Department/organizational problems.	*
An understanding of the issues of social and cultural diversity for curriculum development and delivery.	
<i>Managing Systems and Resources</i>	
Understands the importance of accurate record keeping in relation to managing learners.	*
Track record of excellent information management related to learners and course management.	*
Able to use IT to support planning and forecasting activities e.g. Student Individual Learning Plan.	*