

Engineering Tutor – Job Description

Teaching, Learning and Assessment

1. To ensure that students achieve their academic potential by contributing to the effective planning, outstanding delivery and implementation of formative and summative assessment in line with the awarding body requirements and the UTC schemes of work
2. To develop and deliver best practice in learning, teaching and assessment
3. To keep up-to-date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning in your area
4. To assess students' work in accordance with the UTC assessment policies and awarding body requirements
5. To assess and record students' progress systematically using the recognised UTC systems and to use assessment to inform planning of lessons to support students to achieve their academic potential
6. To mark and return work to students in accordance with departmental policies, providing constructive oral and/or written feedback that clearly indicates strategies for improvement and progress against individual targets
7. To actively respond to strengths or areas for development from students' assessment results and to use this information to incorporate strategies to improve student performance and success rates whilst enhancing the learning experience
8. To provide accurate and regular feedback on student progress and outcomes to managers and students and to use this information to continuously improve teaching and learning
9. To monitor and manage student attendance and promote positive behaviour for learning, following UTC procedures for any unacceptable behaviour
10. To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process
11. To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities
12. To undergo continuous professional development as appropriate and directed
13. To assist in the implementation of pastoral and welfare systems for students, including induction, recording achievements and action planning
14. To act as a Personal Tutor when required, providing advice and guidance in pastoral and welfare matters to assigned students in line with UTC procedures
15. To contribute to Open Evenings and other school liaison activities to promote your subject area and enthuse students to come to Engineering UTC Northern Lincolnshire

Other Responsibilities:

16. To uphold UTC policies and procedures, promoting those specifically applicable to this area of work, including Equality & Diversity and to work actively to create an ethos that promotes equality,

celebrates cultural and academic diversity and ensures the inclusion of students of all abilities, including those with special educational needs

17. To comply with Health & Safety policies and procedures and attend training as requested

18. To comply with the UTC'S own safeguarding policy and practices and attend training as requested

19. To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training

20. To attend CPD activities at the UTC and actively contribute to sessions, sharing best practice and openly learning from colleagues outstanding practice

21. To present and promote an appropriate public image in representing the UTC

22. To work flexibly as directed by the line manager

23. To travel as required for the role and to work flexibly outside of normal office hours in line with business need

24. To undertake any other duties as may reasonably be required commensurate with the post

Qualifications

GCSE maths and English grade C qualifications

Degree or vocational qualification at the appropriate level in a relevant subject

Possess an appropriate recognised teaching qualification or to obtain within 2 years of the first available course

Knowledge

Relevant and current engineering knowledge

Competencies

Effective communication skills and able to work flexibly as part of the UTC team

ICT competent

Can build strong positive relationships with staff and students

This is a description of the job as it is at present and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated and that it relates to the job to be performed.