

JOB DESCRIPTION

POST TITLE:	Work Based Tutor in Automotive
GRADE:	Harmonised Salary Scale Point 21 - 34
RESPONSIBLE TO:	Curriculum Manager
DIRECTORATE:	Electrical, Auto, Installation Apprenticeships
WORK ARRANGEMENTS:	37 hours per week/52 weeks per week

PURPOSE OF THE POST

The post holder will:

1. Motivate, teach, assess and progress a caseload of Standard 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/standards.
3. Provide an excellent service and contribution to building long-term relationships with employers.

DUTIES AND RESPONSIBILITIES

1. Performing the role of Work Base 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 Chesterfield College
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 and employers, including the use of E-Portfolio systems
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) and Off the Job (OTJ) 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 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, including commercial delivery.
16. Providing 1-1 coaching and support to learners.
17. Supporting the achievement of functional skills and, where appropriate, delivering functional skills as required.
18. Support and monitor Directorate activities in relation to Learning cohorts ensuring smooth and efficient service is provided
19. Researching and developing learning materials to support the achievement of target outcomes, as appropriate.
20. Contributing to the external verification process.
21. Attending team meetings as and when required to do so and also in related Directorates.
22. Evaluating the effectiveness of all learning by using survey results.
23. Advising your line manager of resource requirements.
24. Providing regular written and verbal reports to the line manager.
25. Co-ordinating appointments efficiently and effectively, working flexibly (weekends and evenings) when required.
26. Travelling as and when required in line with the requirements of the programme.
27. Demonstrating flexibility in responding to changing demands in personal, sectional or the College's workload.

GENERAL

1. Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.
2. Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.
3. 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.
4. Act as an ambassador for the Group, always being positive and professional.
5. Comply with all legislative and regulatory requirements.

6. Apply the Group's Safeguarding Policy and practices and attend all training as requested.
7. Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.
8. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
9. Take responsibility for keeping personal data safe, ensuring compliance with the data protection policy and procedures and attending all mandatory training.

Person Specification

Post:	Work Based Tutor	Directorate:	Electrical, Auto and Installation Apprenticeships
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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
Internal Verifier Award (eg D34, V1, TAQA L4)	D	A
Experience:		
Experience of quality and self-assessment process	D	A/I
Experience in the assessment of Apprenticeship Standards	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
Occupational competency in Sales	D	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 Operations Manager	E	A/I
Excellent customer service skills	E	A/I
Excellent IT Skills	E	A/I
Use of E-portfolio systems	D	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
Willingness to undertake travel in line with the needs of the role	E	A/I

Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I
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E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:		Date Produced:	
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