

Job Description: Work Based Tutor

Title:	Work Based Tutor
Grade:	Work Based Tutor (29-37)
Activity:	Regulated
Contact Hours:	Annual maximum: 865-1080 hours, weekly maximum; 30
Responsible to:	Head of Faculty

Job Purpose:

To provide an outstanding learner experience through teaching, training, reviewing and assessing learners, enabling timely achievement. Lead aspects of learning and pro-actively engage in quality assurance.

Main Responsibilities:

1. Provide Teaching, Training, Learning and Assessment
 2. Lead / co-ordinate Learning through frameworks/ standard(s) in the subject area.
- 1. Teaching, Learning and Assessment**
- 1.1 Participate in the interviewing, enrolment/activation and induction of learners.
 - 1.2 Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.
 - 1.3 Prepare schemes of work, lesson assessment & IV plans.
 - 1.4 Coordinate and prepare for EV visits, IQA and end point assessments.
 - 1.5 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required.
 - 1.6 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
 - 1.7 Contribute to the wider enrichment of learners and support students' pastoral needs.
 - 1.8 Contribute to the maintenance of an effective, efficient and professional learning environment.

- 1.9 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.10 Participate in appropriate quality assurance procedures.
- 1.11 Prepare learners for a range of accreditation and assessments.
- 1.12 Maintain accurate and detailed student records including the writing of reports and references.
- 1.13 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.14 To track the progression of learners, including workplace reviews, to ensure timely achievement.
- 1.15 Provide specialist advice to learners and organisations regarding vocational and work-based qualifications, delivery and progression options.
- 1.16 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

2. Leadership of frameworks / standards

- 2.1 Provide inspirational leadership of frameworks/ standard(s) within a subject/programme area.
- 2.2 To have full responsibility and be the key contact for bespoke delivery and leadership of frameworks / standard(s) within a subject / programme area.
- 2.3 Contribute to the formation and monitoring of frameworks / standard(s) and to write elements of the curriculum rationale.
- 2.4 Link with, inform and support other Lecturers within the framework / standard(s) areas.
- 2.5 Contribute proactively to the quality assurance and the quality improvement of the framework / standard(s), area and faculty self-assessment.
- 2.6 Contribute to the development of the framework / standard(s) subject/programme area, faculty and the College's strategic direction.
- 2.7 Working with employers and the Business Solutions Team around the development and delivery of bespoke courses.
- 2.8 Attend monitoring meetings with delivery Partners as necessary.

3. Additional Duties

- 3.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

- 3.2 Be responsible for safeguarding and promoting the welfare of learners.
- 3.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 3.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.



Person Specification

Work Based Tutor

Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	Recent experience of working in the Light Vehicle maintenance sector. With experience of diagnosis and rectification of complex vehicle faults.	✓	✓
	Desirable:		
	Recent teaching and or training experience within the relevant Industry.	✓	✓
	Experience of delivering bespoke courses to a range of partners.	✓	✓
	Experience of developing training solutions	✓	
	Experience of achieving targets	✓	
Skills and Abilities	Essential:		
	Excellent verbal and written communication skills	✓	✓
	Excellent time management skills	✓	✓
	Ability to prioritise work and meet deadlines	✓	✓
	Ability to motivate and inspire learners	✓	✓
	Ability to engage with employers and to develop bespoke training / learning solutions	✓	✓
	Driving licence held for 2 years with no more than 6 points	✓	
	Ability to record and report on progress towards complex data sets	✓	✓
	IT Literate – use of databases, competent user of Microsoft office (Word, Excel, Access and Power point)	✓	

Criteria		How Evaluated	
		Application	Interview
Qualifications	Essential:		
	Vocational qualification at Level 3 or above or equivalent industry qualifications & experience	✓	
	Commitment to achieve Cert Ed within 3 academic years of joining the College.	✓	
	Willingness to work towards and achieve TAQA (A1 and V1 or equivalent)	✓	
	GCSE English & Maths at Grade C or 4 and above or equivalent functional skills at Level 2.	✓	
	Desirable:		
	Teaching qualification (DTLLS/ Cert Ed / PGCE)	✓	
	TAQA (A1 or V1 or equivalent)	✓	
Personal Qualities	Essential:		
	Willing to share good practice		✓
	Ability to work effectively in a team and on own initiative with limited supervision		✓
	Willingness to undertake further training if necessary	✓	✓
Mandatory Requirements	Essential:		
	Commitment to safeguarding and promoting the welfare of children and vulnerable adults enrolled at College		✓
	Commitment to equal opportunities		✓

Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.



MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

