

JOB DESCRIPTION

POST TITLE:	Workskills Tutor
GRADE:	Harmonised Salary Scale Point 15 - 34
DEPARTMENT:	Workskills
RESPONSIBLE TO:	Adult Education Development Manager
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

PURPOSE OF THE POST

The post holder will:

1. Motivate, engage, support and progress cohorts of 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.
3. Strive to achieve consistently outstanding provision.

DUTIES AND RESPONSIBILITIES:

1. Teach cohorts of learners using an appropriate range of teaching and learning styles.
2. Producing schemes of work and maintaining records of work for each cohort of scheduled teaching.
3. Developing and evaluating student learning materials and assignments appropriate to a range of learning situations.
4. Returning assessed and marked work promptly to students indicating proposals for improvement where needed.
5. Performing the role of assessor in accordance with standards and assessment strategies for distance learning programmes.
6. Providing initial advice and guidance to all potential learners.
7. Carrying out thorough enrolment and induction and agreeing an Individual Learning Plan (ILP) with all learners based on the individual learner's needs.
8. Following and adhering to all the operational procedures within the Chesterfield College Group.
9. Motivating learners and raising their aspirations to ensure success.
10. Completing all required documentation, learner evidence, administration and maintaining own comprehensive records.

11. Carrying out internal verification and quality assurance activity including standardisation.
12. Contributing to the self-assessment process and completion of the Quality Improvement Plan.
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 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.
21. Attending team meetings as and when required to do so in Learning Unlimited 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. 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:	Workskills Tutor	Department:	Workskills
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Key Requirements:

	Essential/ Desirable	Assessed
Qualifications:		
Teaching Qualification	E	A
Assessor qualification (eg D32, D33, A1, TAQA) or Internal Verifier Award (eg D34, V1, TAQA L4)	D	A
Relevant occupational experience in Logistics, construction or IT sectors.	D	A
Experience:		
Experience of teaching adult learners	E	A/I
Recent and relevant experience of teaching and assessing learner portfolios using online platforms	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
Skills/Knowledge:		
Understanding of Adult Education Budget 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
Ability to work in a team	E	A/I
Excellent customer service skills	E	A/I
Qualities:		
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

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	L Kirton	Date Produced:	August 2021
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