

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Engineering Learning Specialists Tutor
<b>GRADE:</b>	Salary £30,000 - £40,177 per annum
<b>RESPONSIBLE TO:</b>	Engineering Learning Specialist Team Leader Operations Manager
<b>DIRECTORATE:</b>	Learning Unlimited - Derby
<b>WORK ARRANGEMENTS:</b>	39 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, support and progress a caseload 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. Provide an excellent service and contribution to building long-term relationships with employers.
4. Research, develop and deliver a range of technical learning sessions (up to and including L4/L5) to achieve identified outcomes and qualifications within the agreed timescales.

### **DUTIES AND RESPONSIBILITIES**

1. Performing the role of Engineering Learning Specialist in accordance quality standards.
2. Providing initial advice and guidance to all potential learners.
3. Following and adhering to all the operational procedures within TS2000.
4. Carrying out thorough enrolment and induction with all new learners onto the level 3,4 & 5 programmes.
5. Contribute to the development of new learning strategies for level; 3, 4, 5 programmes.
6. Providing effective and regular support to learners, undertake the tutorial support role within the Btec, HNC & HND programmes.
7. Motivating learners and raising their aspirations to ensure success.

8. Completing all required documentation, learner evidence, administration and maintaining own comprehensive records.
9. Complete detailed learner study reports and provide professional guidance on progression opportunities.
10. Ensuring correct guided learning hours (GLHs) required for each relevant learner are recorded and evidenced.
11. Being active in looking for new business, including attending promotional events and marketing activities as requested.
12. Developing proactive working relationships with employers to promote the TS2000's products and services.
13. Carrying out formative and summative internal verification and quality assurance activity including standardisation.
14. Contributing to the self-assessment process and completion of the Quality Improvement Plan.
15. Contributing to the delivery of the business plan and budget.
16. Develop the relevant schemes of work and lesson plans to enable all learners to progress within their chosen programmes and achieve their projected outcome.
17. Embedding functionality into all learning strategies/lesson plans.
18. Supporting the achievement of functional skills where appropriate.
19. Support and monitor activities in relation to Learning cohorts ensuring smooth and efficient service is provided.
20. Researching and developing learning materials to support the achievement of target outcomes, as appropriate.
21. Contributing to the external verification process and also awarding body quality audits.
21. Attending team meetings as and when required to do so.
22. Evaluating the effectiveness of all learning by using survey results.
23. Advising your Team Leader and Operations Manager of resource requirements.
24. Providing regular written and verbal reports to your Team Co-ordinator.
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. Promoting a positive image of The Chesterfield College Group and the work that is carried out across its various services.
28. Demonstrating flexibility in responding to changing demands in personal, sectional or the TS2000's workload.

29. Taking responsibility for one's own professional development and continually updating as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
30. Showing a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote Chesterfield College's equal opportunities policy in all aspects of their duties and responsibilities.
31. Applying Chesterfield College's own safeguarding policy and practices and attending training as requested.
32. Complying with all legislative and regulatory requirements.
33. Carrying out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

#### **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

<b>Post:</b>	Engineering Learning Specialist Tutor	<b>Department:</b>	LU Derby
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<b>Key Requirements:</b>	<b>Essential/ Desirable</b>	<b>Assessed</b>
<b>Qualifications:</b>		
Relevant occupational qualification to the post advertised	<b>E</b>	<b>A</b>
Maths Level 2	<b>E</b>	<b>A</b>
English Level 2	<b>E</b>	<b>A</b>
Training/Teaching/Basic Skills qualification	<b>D</b>	<b>A</b>
Appropriate level 6 qualification	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Experience of quality and self assessment process	<b>D</b>	<b>A/I</b>
Ability to develop robust assessment strategies for Level 3 and 4 programmes	<b>E</b>	<b>A/I</b>
Ability to research/ develop learning materials to support the achievement of learners up to and including level 4/5 (HNC/HND)	<b>E</b>	<b>A/I</b>
Experience in working under own initiative and managing time and workload effectively	<b>E</b>	<b>A/I</b>
Recent and relevant occupational experience in the qualifications being delivered	<b>E</b>	<b>A/I</b>
Experience of coaching and supporting learners	<b>E</b>	<b>A/I</b>
Experience in the delivery of Functional Skills qualifications	<b>D</b>	<b>A/I</b>
Evidence of excellent interpersonal skills	<b>E</b>	<b>A/I</b>
Experience in managing and working with external clients and learners	<b>E</b>	<b>A/I</b>
Experience in contributing to the external verification process	<b>D</b>	<b>A/I</b>
Experience of working to targets and deadlines	<b>E</b>	<b>A/I</b>
Experience in maintaining accurate records to meet internal and external audit requirements and following set procedures effectively	<b>E</b>	<b>A/I</b>
Experience in providing initial advice and guidance to learners and employers	<b>E</b>	<b>A/I</b>
<b>Skills/Knowledge:</b>		
Understanding of SFA/FE/HE funding	<b>D</b>	<b>A/I</b>
Commitment to and understanding of quality systems and self-assessment procedures	<b>D</b>	<b>A/I</b>
Commitment to managing time and meeting deadlines	<b>E</b>	<b>A/I</b>
Energy, enthusiasm and the ability to work under pressure and achieve goals	<b>E</b>	<b>A/I</b>
Ability to be flexible and adapt to changing priorities	<b>E</b>	<b>A/I</b>
Commitment to producing timely reports and other documents as requested by the Operations Manager and Team Leader	<b>E</b>	<b>A/I</b>

Excellent customer service skills	<b>E</b>	<b>A/I</b>
<b>Qualities:</b>		
Willingness to undertake travel in line with the needs of the role	<b>E</b>	<b>I</b>
Flexibility to work additional hours when required	<b>E</b>	<b>I</b>
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>E</b>	<b>A/I</b>
Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>A/I</b>

**E = Essential**

**D = Desirable**

**A = Application**

**I = Interview**

**T = Test**

<b>Produced by:</b>	N Clarke	<b>Date Produced:</b>	October 2019
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