

## Capital City College Training Job Description and Person Specification

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<b>Post:</b>	Facilities Management Tutor
<b>Contract:</b>	Permanent / Self-Employed
<b>Hours:</b>	35 hours per week
<b>Reporting to:</b>	Delivery Manager - Estates and Environmental
<b>Responsible for:</b>	Delivery of Facilities Management Courses
<b>Grade:</b>	Grade 3, Spinal Point 30
<b>Salary:</b>	£31, 519 per annum

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### Key Purpose

Occupational Qualifications, Functional Skills, English, Maths and ICT where required in order to achieve Capital City College Training outcome targets.

To coach, mentor and assess the professional competency of learners within the workplace or College, whilst supporting them towards a nationally recognised Standard & qualification and on the job progression to meet the end point assessment and identify progressions routes. The overall purpose of the role is to support, mentor, coach, deliver and assess Learners to develop their Knowledge, Skills and Behaviours to successfully complete their Apprenticeships and other learner programmes within business needs.

The Vocational Coach will be responsible for on programme delivery of learners' skills, knowledge and behaviour standards, this will include coaching, delivery and assessing and provision of high-quality support, guidance and feedback for all learners enrolled on learning programmes within CCCT.

### Main Duties and Responsibilities

- Provide a structured and appropriate training and development programme for apprentices and other funding stream learners.
- Plan and deliver induction and industry-relevant skills, knowledge and behaviour training and development sessions both face to face and online; conduct learner observations, plan assessments and collate evidence of learning.
- Ensure performance update on learners and progress reviews with line managers and Learners take place a within a minimum of 8-week duration.
- Provide feedback to the learner on progress against knowledge, skills and behaviours relevant to the standard and relevant qualifications.
- Communicate effectively with learners via Smart Assessor and other appropriate tools and actively encourage learner engagement with their programme using the resources available.
- Provide continuous development of learner e-portfolio's and safeguarding support to learners.
- To ensure Functional Skills ICT, Maths and English are embedded within the delivery.
- Ensure all documentation is fully compliant with internal and external quality assurance standards.
- Ensure appropriate quality assurance systems and procedures are always complied with.
- Develop learning materials, delivery plans and learning schedules for Standards and relevant qualifications.

- Manage an average caseload of 40 learners' pro-rata within timely completion rate as required by assessment and verification processes, reporting to sector Delivery Manager in 1:1 meetings.
- Actively promote CCCT Apprenticeships and learning programmes, attending careers, promotional and induction events when required to include progressing learners onto higher apprenticeships or other programmes.
- Ensure a professional and positive working relationship with internal and external customers and continually strive to exceed customer expectations.
- Always adhere to the company's policies and procedures, including Equal Opportunities, Quality, Health and Safety and IT.
- Manage own professional development and undertake necessary training as identified in appraisals /performance reviews.
- Carry out any other such duties as may reasonably be required by the organisation.
- Quality assurance and procedures adhered to as appropriate.

### **Expectations of the Post Holder**

- To demonstrate model behaviours that, always, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties always with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

### **Special Conditions**

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

**N.B.** This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

### **EDI**

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

### **Safeguarding**

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

## Person Specification

	Criteria	Essential	Desirable
<b>Qualifications / Professional Development</b>	Educated to degree-level or other equivalent and/or relevant industry competency and experience across a number of Standards (e.g. from Level 2 to Higher Apprenticeships)	X	
	Industry relevant accreditations or certificates		X
	Must be fully or part A1/V1 Qualified - must hold current and up to date A1 Assessor/V1 awards or equivalent Teaching qualification minimum level PTTLs	X	
	Must be able to travel to multi-site locations	X	
	Level 2 Functional Skills ICT, English and Maths	X	
<b>Knowledge / Experience</b>	Significant Practitioner experience relevant to the industry	X	
	Experience of managing Employer Relationships	X	
	Experience in teaching at the graduate or professional level or of delivering training and seminars in a commercial context, relevant to the discipline	X	
	Coaching/ mentoring both formally and informally	X	
	Experience working with End point assessment or willingness to undertake training		
	Workplace Training		X
	Experience working in an academic environment		X
<b>Skills / Abilities</b>	Excellent written and verbal communications skills	X	
	Excellent presentation skills	X	
	Excellent customer services	X	
	The ability to effectively plan, organise and prioritise workload	X	
	Ability to communicate professionally and work closely with and support all stakeholders	X	
	Excellent all round IT skills, e-portfolio(Internet, Intranet, databases, MS Word, MS Excel)	X	
	Self-motivated	X	

	Experience of working autonomously and managing own workload efficiently		
	An ability to take responsibility to develop own knowledge and skills	X	
	Ability to negotiate and influence outcomes	X	