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| **JOB INFORMATION**  **JOB DESCRIPTION** | | | | | |
| **JOB TITLE** | Tutor in Business | | **LOCATION/CAMPUS** | | Guildford |
| **SERVICE AREA** | Professional Industries | | **TYPE** | |  |
| **JOB PURPOSE** | | | | | |
| * The post holder will have the responsibility for delivering a range of business related modules on the Btec level 3 Extended Diploma and level 2 business programmes. * The post-holder will also be required to programme manage a course of study. | | | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | | | |
| * The tutoring and management of one or more courses or groups of students * To teach students attending full-time, part-time and short courses as directed by the Head of Learning. * To act as a course tutor to full-time and part-time groups with the associated organisation, administration, and monitoring of attendance including the collection of data for course evaluation. * To tutor other student and trainee groups including the maintenance of records of achievement and undertaking training visits. * To counsel students and maintain discipline as required. * To participate in the recruitment of students, including interviewing, attendance at Shows and Careers Conventions. * To participate in Curriculum Development meet the needs of changing Industrial demand and College planning. * To participate in demonstrations and practical activities with students and trainees on all courses. * To participate in Internal Verification, contribute to target setting, RAGG ratings and auditing monitoring processes. * To assist in the maintenance and sustainable development of resources and commercial activities. * To attend both day and evening meetings, courses, etc. considered to be of benefit to the College and the individual. * You will accompany students on visits, field trips and similar activities in line with the College’s policy and code of practice for educational visits. * You will monitor and support students’ academic progress, including collection and follow up on attendance and punctuality, early leaver and destinations data * You will comply with college recording and course related administrative requirements, including the keeping of records of work, schemes of work, lesson plans, assessment schedules, registers, and student details * To attend team and college meetings and undertake staff development activities * To promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times. * The active promotion of and commitment to best practice in equality & diversity. * To ensure that all learners, customers and clients receive exemplary service and attention at all times. * To demonstrate fully and at all times the generic competencies and professional behaviours expected of all staff employed * To ensure that all Health and Safety legislation and good working practice is observed, including the completion of and adherence to risk assessments, COSHH assessments and Accident reports. * To attend College Open Days and other Public Events. * To undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation. * Contribute to a well organised, purposeful and motivating learning environment where students feel safe, secure, confident and valued | | | | | |
| **GROUP/ EMPLOYEE RESPONSIBILITIES** | | | | | |
| * To always work and act in accordance with the group’s Vision, Values and Strategic Plan * To demonstrate professional behaviour and appearance at all times * To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning’s policies and procedures * To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated * To be accountable for own safety and that of colleagues/ visitors to the workplace * To work in a flexible manner and be willing to undertake other duties as reasonably requested | | | | | |
| **QUALIFICATIONS & EXPERIENCE** | | **TECHNICAL COMPETENCIES /SKILLS** | | **BEHAVIOURAL SKILLS** | |
| Essential   * Literate and numerate * Strong personal organisation skills * Accurate and attentive to detail   Desirable   * Experience of working in an FE environment | | * An awareness of information technology and its benefits to learning * Good knowledge of the area and its development/trends * An awareness of teaching and learning best practice | | Display and role model the Activate Learning Standards of Behaviour:  **TAKE RESPONSIBILITY**, doing what we say we are going to do by:   1. planning ahead 2. staying focused 3. meeting agreed deadlines   **EARN RESPECT**, being positive with each other by:   1. listening attentively 2. being honest   **AIM HIGH**, going further by:   1. setting challenging goals 2. being resilient 3. improving continuously   **MAKE IT HAPPEN**, by:   1. taking initiative 2. inspiring each other to meet all these standards | |

***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health & Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.*

***Disability Confident Committed Statement***

*Activate Learning are committed to employing disabled people and will ensure our recruitment process is inclusive and accessible. We guarantee to offer an interview to all applicants with a disability provided they meet the essential criteria for a role. We will anticipate and provide reasonable adjustments as required and support any existing employee who acquires a disability or long-term health condition, enabling them to stay in work.*