



**Job Title:** TUTOR

**Salary:** BS 18 – 29 (BAR AT BS 25)\*

**Reports to:** Curriculum Area Manager

## JOB DESCRIPTION

### JOB PURPOSE

To assist Lecturers by facilitating practical sessions through instruction, demonstration and assessment.

To enable the effective transfer of underpinning knowledge and theory from classroom based learning to a practical setting.

### MAIN DUTIES AND RESPONSIBILITIES

#### Learning and Teaching

- To assist Lecturers by facilitating practical sessions through instruction, demonstration and assessment.
- To enable the effective transfer of underpinning knowledge and theory from classroom based learning to a practical setting.
- To assist Lecturers by facilitating classroom based theory from time to time in order to effectively demonstrate the practical application of a point of theory.
- To prepare learning materials for practical sessions and/or on-site assessments to the highest standards and to deliver an agreed timetable (to include internal and/or external provision – up to a maximum of 28 contact hours weekly (pro rata) 1120 annually as directed by your line manager.
- To support learners with feedback and guidance within and outside the practical setting through a tutorial programme.
- To maintain effective standards of student motivation and behaviour through practical solutions in accordance with the College's behaviour strategy.
- To work with customers in industry to maintain and build relationships and to secure contracts with existing and new organisations as directed by your line manager.
- To provide a high level of customer service for all customers and learners.
- To work within the requirements of the Common Inspection Framework to provide a high quality learning and delivery experience for all learners.
- To provide a learning experience that is flexible and productive using a variety of delivery methods including the utilisation of ICT.
- To support learners with essential skills, where appropriate, and be able to embed essential skills into the vocational area.
- To establish and maintain monitoring and review arrangements for learners undertaking training.
- To ensure student attainment and completion targets are being met and demonstrate consistent standards of performance in accordance with the College appraisal process.
- To maintain accurate records of learner activity and report detailed information to the Line Manager as required.

Last Updated: September 2019

- To work within the team to develop existing and new programmes.
- To work closely with the line manager on all aspects of provision and to attend regular team meetings as directed by the Line Manager.

### **Assessment**

- To deliver training and assessment of learners to include appropriate record keeping, continuous assessment and ensuring individuals achieve agreed goals.
- To recruit candidates onto appropriate courses as agreed with Line Manager.
- To liaise with local and national practitioners to ensure vocational relevance and to attend regular college training events as identified by the line manager.
- To ensure that individual learning plans are drawn up for each candidate and to monitor adherence thereof with candidates and employers, including identifying additional learning needs.
- To facilitate relevant underpinning knowledge to fill candidate skills gaps as appropriate.
- To work as a member of a team to standardise assessment methods and to develop innovative, accelerated models of assessment where appropriate.
- To ensure that learners reviewed regularly in line with individual learning agreements or any contract arrangements, and that candidates are given appropriate support and feedback on assessment decisions.
- To ensure that regular progress updates are forwarded to the line manager and that candidate progress adheres to specified time-frames.
- To act as a member of the learning and assessment team to ensure that current trends and practices are imparted to candidates and employers in an efficient and effective manner.
- To work as a member of a team to internally verify candidate portfolios and to ensure that portfolios of assigned candidates are verified at regular intervals.
- To deliver workshops as / when applicable, by negotiation with the Team Leader, ensuring training meets standards as set by college and awarding bodies.
- To encourage the use of college facilities by both candidates and employers.  
Maintain regular communication with clients to ensure good relationships.  
Act as a conduit between employers and the college ensuring that all business leads are referred to relevant manager.
- Liaise with employers to provide information on courses and training.

## General Responsibilities

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- To participate in relevant industrial opportunities as identified by the line manager.
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- To safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fydeang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

## PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Minimum level 2 qualification must be held upon appointment in the relevant subject area, with the requirement to work towards and achieve a relevant level 3 (or higher as required) qualification within a specified timescale</li> <li>• If you do not hold a recognised teaching qualification such as <b>AET</b> (Award in Education and Training - formerly PTTLs) or equivalent You will be required undertake and achieve <b>AET</b> qualification within a specified timescale</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a recognised teaching qualification such as <b>AET</b> (Award in Education and Training - formerly PTTLs) or equivalent</li> <li>• Hold a TDLB D32, D33/ A1 – or equivalent (if not currently held and required, must be achieved within an agreed time scale).</li> <li>• Internal Verification qualification, (if not held and required, must be achieved within an agreed time scale)</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Substantial experience of working in an appropriate professional/industrial field</li> <li>• Subject specialist knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a Further Education institution.</li> <li>• Experience of assessing practice</li> <li>• Experience and understanding of the NVQ framework</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form/ Interview</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills.</li> <li>• Able to work accurately towards targets and deadlines.</li> <li>• Excellent organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to meet and greet in welsh for the purpose of providing customer service</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively with learners, staff and external customers</li> <li>• Approachable, flexible and professional manner</li> <li>• Able to use initiative at all times.</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Suitable to work with children and vulnerable adults</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form/ Interview</li> </ul>

Mae'r ddogfen hon ar gael yn Gymraeg | This document is available in Welsh