

**POST DESCRIPTION**

Job Title:	Learning Support Tutor STECJD13
Responsible to:	Student and Admin Services Manager
Responsible for:	N/A

1.	Job Purpose
	To provide an excellent experience to learners through exemplary teaching and learning practice and to take responsibility through team working for the effective recruitment, retention, achievement and success of individual learners within a framework of continual quality improvement.

2.	Key Responsibilities
2.1	Assessment of learners onto appropriate programmes and levels of study.
2.2	Inducting, teaching, facilitating and tracking of learner progress.
2.3	Assessment of learner progress against targeted achievement.
2.4	Pastoral and supportive care of learners as part of the whole learner journey.
2.5	Providing highly effective guidance to learners to assist them through their programme and in their progression onto a positive destination for example higher learning or employment.

3.	Specific Duties
3.1	To embrace and positively promote the Institute Group's approach to supporting the Learner Journey.
3.2	To undertake the role of tutor as appropriate, working effectively within teams responsible for devising, reviewing and maintaining effective management of learning programmes.
3.3	Ensure course and other curriculum quality files are maintained and prepare all sessions with learners using agreed Institute Group processes and procedures for schemes of work and lesson plans.
3.4	Contribute towards a high quality learner induction programme and ensure that the Right Learner is on the Right Course as early on in the programme as possible.
3.5	Teach, facilitate and assess learning according to a formal timetable and other Institute Group requirements on a range of premises including those of employers.
3.6	Teach learners to high standards using appropriate and varied learner-centred methodologies.
3.7	To embrace teaching and learning technologies implement them to enhance the learner experience.

3.8	Plan for and assess learners according to awarding body standards and Institute Group requirements and provide high quality and timely feedback to learners on all assessments.
3.9	Ensure effective and appropriate support is in place to assist learners in reaching their full potential.
3.10	Positively promote and engage in enrichment activities with learners both as part of the curriculum and in centrally organised activities.
3.11	Ensure a safe and secure environment for learners in accordance with the Institute Group Safeguarding and Health and Safety Policies and complete appropriate risk assessments in line with the Institute Group Risk Assessment Policy.
3.12	Complete in a timely manner all administrative tasks relating to the teaching, assessment and support of learners including Individual Learning Plans, registers, marking, record keeping, learner progress reports, withdrawals, transfers and achievement claims.
3.13	Provide cover as and when required for absent colleagues.
3.14	Contribute towards Institute Group Quality Assurance processes including Internal Verification/Moderation, Course/Module Review, Self Evaluation/Assessment and Quality Improvement Planning.
3.15	Take an active role in Institute Group marketing activities including advice and guidance of learners, and attendance at promotional events.
3.16	Undertake learner interviews and provide informed advice and guidance to potential learners in order that appropriate and informed programme choices are made at appropriate learning levels.
3.17	Engage in continuing professional development through Institute Group CPD structures and individualised planning as part of appraisal.
3.18	Engage in industry and professional updating and/or scholarly activity in order to maintain high levels of technical knowledge and expertise in appropriate subject areas.
3.19	Contribute to the continuing development of curriculum programmes and to new programmes in order that relevance is maintained to learners and key stakeholders and appropriate external reference points.
3.20	Engage with Institute Group Learning Coaches/Advanced Practitioners to continually develop highly effective practice.
3.21	Attend and proactively contribute to team, faculty and Institute Group level meetings.
3.22	Maintain effective lines of communication with learners, immediate colleagues, Institute Group Managers, cross functional teams and other stakeholders.
3.23	Liaise with the Workforce Development team, as appropriate, for the purposes of good communication with trainees, apprentices and employers.
3.24	In conjunction with Institute Group managers set and monitor targets in relation to recruitment, retention, achievement, attendance and other teaching and learning outcomes.
3.25	To contribute towards the positive promotion and role modelling of the Institute Group Core Values and Acceptable Standards for Learners.

4.	Budget Responsibility
	The post holder is not a budget holder under the Institute Group's accounting systems. However the post holder will be required to observe and comply with the financial regulations of the Institute Group at all times.

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Group (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.
7.2	To uphold British Values, the college values and responsibilities with regard to equality and diversity.

8.	Safeguarding Children and Vulnerable Adults:
8.1	The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

8.2	To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
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9.	Group Policies and Procedures:
9.1	All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E/D
Qualifications and Training	<ul style="list-style-type: none"> • Level 5 basic skills qualification • Related degree/higher degree or equivalent qualification dependent on level of qualification to be taught • ICT Skills to Level 2 • Teaching qualification or commitment to undertake within QTLS timescale • Registered as a member of the Institute for Learning or achievement of within 3 months 	D E E E E
Specialist Knowledge	<ul style="list-style-type: none"> • Knowledge of qualifications and assessment as they apply to the FE and or HE sector 	E
Experience	<ul style="list-style-type: none"> • Good track record of recent practical experience in the appropriate industry or profession • Experience of ILT and E Learning • Teaching and or Training experience in the FE sector • Up to date CPD record 	E D D E
Skills and Attributes	<ul style="list-style-type: none"> • Flexibility and adaptability • Excellent communication and interpersonal skills • Willingness to develop self and others • Good organisational and administrative skills • Customer orientated • Ability to build relationships of trust and respect • Integrity 	E E E E E E E
Other	<ul style="list-style-type: none"> • DBS check carried out on appointment • Fit for the duties of the post 	E E

Qualities identified and determined by:

E = Essential

D = Desirable