T:C Partnership
Training • Education • Careers

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	**Motor Vehicle Tutor**
Responsible to:	**Head of Curriculum**
Responsible for:	**Full Time Motor Vehicle Students**

1.	**Job Purpose:**
1.1	• To undertake a key role in the training and assessment of full-time Motor Vehicle students across the Curriculum area. • To deliver lessons, both practical and theory, and provide appropriate support to the Motor Vehicle students up to (and including) level 3.

2.	**Key Responsibilities:**
	Teaching and Learning
2.1	• To teach in the curriculum area as directed by the Head of Curriculum Area.
2.2	• To manage, develop, promote and review the learning programmes within the area and be aware of and apply national trends and developments within the programme area.
2.3	• To respond to new curriculum issues affecting programme delivery and student learning/training activities.
2.4	• To review teaching inputs regularly in the context of changing needs of students and programmes.
2.5	• To prepare and assemble suitable teaching materials and learning resources for the delivery of all courses/classes designated.
2.6	• To identify and respond to students' needs and welfare with counselling, guidance, support to own competence and, where necessary, refer to appropriate alternative authority.
2.7	• To carry out assessments of learning consistent with College processes and the requirements of relevant awarding bodies.
2.8	• To contribute to the marketing, promotions and enhancing of the profile of the programme area.

3.	**Specific Duties:**
3.1 3.2 3.3 3.4 3.5 3.6 3.7	• To maintain an up-to-date curriculum for all courses/classes taught. • To have available and maintain schemes of work for all courses/classes, copies of each to be logged in the course technical file. • To contribute to the organisation and administration of placements as required. • To maintain up-to-date records, reports, profiles, course files etc. • To participate in the enrolment of students. • To carry out the general administrative duties associated with the post, including registers, timetabling requirements etc. • To contribute to the marketing, promotions and enhancing of the profile of the programme area.

4.	**Budget Responsibility:**
4.1	The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Partnership's purchasing and financial regulations.

5.	**Continuing Professional Development:**
5.1 5.2	The post holder will proactively take part in the Partnership Appraisal (PDR) process. The post holder must undertake all training deemed mandatory by the Partnership (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	The post holder will be required: • 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 Partnership 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 Partnership's Equality policy as appropriate.

8.	Safeguarding Children and Vulnerable Adults:
8.1	The Partnership 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)

9.	TEC Partnership Policies and Procedures:
9.1	All staff are required to be aware of and comply with all TEC Partnership 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	• A relevant Level 3 or equivalent in the subject area. • Degree or equivalent professional/vocational qualification. • Level 2 /GCSE English and Maths • Teaching Qualification – Cert Ed/PGCE or willingness to achieve	X X X	 X
Specialist Knowledge	• Evidence of recent professional development. • Awareness of current curriculum and sector developments. • Knowledge of a range of related subject areas.	 X	X X
Experience	• Recent and relevant teaching and learning experience in the curriculum area. • Experience of curriculum planning. • Experience of Ofsted inspection		X X X
Skills and Attributes	• ILT skills including Word, Excel, Outlook, Moodle, Microsoft TEAMS, Internet and Powerpoint • Interpersonal skills • Communication – verbal & written skills • Presentation skills • Administrative & organisation skill	X X X X X	

	• Committed to the Professional Standards for Teachers and Trainers • Learner focused • Highly effective communicator • Enthusiasm and commitment • Professional • Well organised • Flexible and adaptable • Able to work on own initiative • Able to deal effectively with new challenges • Able to develop effective working relationships • Able to work under pressure and prioritise • Suitable to work with children, young people & vulnerable adults	X X X X X X X X X X X X	
Other	• Flexibility towards working hours. • Participation in promoting provision. • Willingness to travel between sites. • Willingness to travel to work placements, meetings and to arrange and take part in learner/employer visits. • DBS check carried out on appointment	X X X X X	

<u>Qualities identified and determined by:</u>
E = Essential *D = Desirable*