

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	Tutor- Foundation - Full Time
Responsible to:	Head of Faculty - Foundation and Media
Responsible for:	N/A

1.	Job Purpose:
1.1	To take a key role in the development and delivery across the Faculty area.
1.2	To lecture and provide appropriate support in the teaching of a range of qualifications within the FND area.

2.	Key Responsibilities:
2.1	Teaching and Learning To teach in the curriculum area as directed by the Head of Faculty.
2.2	To manage, develop, promote and review the learning programmes within the area, 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.
2.9	To ensure the implementation of Health, Safety and Welfare policies across the College

3.	Specific Duties:
3.1	To maintain up-to-date syllabi for all courses/classes taught.
3.2	To have available and maintain schemes of work for all courses/classes, copies of each to be logged in the course technical file.
3.3	To maintain up-to-date records, reports, profiles, course files etc.
3.4	To participate in the enrolments of students.
3.5	To carry out the general administrative duties associated with the post, including registers, timetabling requirements etc.
3.6	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	The post holder will proactively take part in the Partnership Appraisal (PDR) process and will appraise any staff they are responsible for.
5.2	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	<p>The post holder will be required:</p> <p>To take reasonable care to safeguard their own safety and that of others with whom they work;</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • A relevant Level 3 or equivalent in curriculum area. • Degree or equivalent professional/vocational qualification • Level 2 /GCSE English and Maths • Teaching Qualification – Cert Ed/PGCE Qualified to national standards for assessors 	E E E	D

Other	• Flexibility towards working hours.	E	
	• Participation in promoting provision.	E	
	• Willingness to travel between sites.	E	
	• Willingness to travel to work placements, meetings and to arrange and take part in learner/employer visits.	E	
	• Relevant Enhanced DBS check carried out on appointment	E	

Qualities identified and determined by:

E = Essential

D = Desirable