

**JOB DESCRIPTION/PERSON  
SPECIFICATION**

<b>Job Title:</b>	Employability and Skills Tutor
<b>Responsible to:</b>	Regional Employability Manager Yorkshire & Midlands
<b>Responsible for:</b>	Not applicable

<b>1.</b>	<b>Job Purpose:</b>
1.1	To provide outstanding teaching, learning and assessment that allows learners to make progress and achieve.
1.2	To plan and facilitate excellent assessment and quality assurance practices across areas of competency.
1.3	To liaise and develop employer and stakeholder relationships that generate business opportunities across the employability and skills team. and assessment .
1.4	To ensure all record keeping is timely and compliant
1.5	To keep abreast of changes and regularly update CPD, sharing best practice

<b>2.</b>	<b>Key Responsibilities:</b>
2.1	To deliver outstanding teaching, learning and assessment in a classroom, work based or distance learning context across the following areas: <ul style="list-style-type: none"> <li>- Pre-employment and Sector based work academies</li> <li>- Traineeships</li> <li>- Projects e.g. ESF, community and other funded activities</li> <li>- Full cost commercial</li> <li>- Apprenticeships (if required)</li> <li>- English and Maths (if required)</li> <li>-</li> </ul>
2.2	To carry out enrolment, initial assessment, induction, pre-screening and information sessions for learners and employers across all of the above areas.

2.3	To carry progress reviews, action plans through the appropriate method and update learners and employers on progress towards achievement in line with college and contractual requirements.
2.4	To check all areas of learner welfare in the workplace. Health and safety, equality, safeguarding adequate supervision etc. and report any concerns back to line manager
2.5	To generate new business opportunities within pre-employment training, traineeships, full cost, apprenticeships and any funded projects where applicable.
2.6	Comply with internal quality assurance plans and activities in line with college procedures as and when required within area of competency.
2.7	Support other delivery staff in delivering high quality teaching, learning and assessment
2.8	Participate and contribute to standardisation events, CPD and occupational competence.

<b>3.</b>	<b>Specific Duties:</b>
3.1	Participate and contribute to initial assessment and enrolment plans for all pre-employment, funded, full cost, apprenticeships and traineeships projects working with the Employability and Skills team. Undertake highly effective inductions, enrolment meetings, and initial assessments, facilitation of learning, assessment and tracking of learner progress against key performance indicators.
3.2	To contribute to all Internal Quality Assurance(IQA) activities working with tutors which may include: <ul style="list-style-type: none"> <li>a) Developing / completing sampling plans</li> <li>b) Completing daily registers</li> <li>c) Carrying out learner and tutor observations</li> <li>d) Providing reports</li> <li>e) Developing and delivering standardisation</li> <li>f) Liaising with external awarding bodies and planning successful visits</li> <li>g) Gaining new awarding body approval</li> <li>h) Checking learning resources</li> <li>i) Ensuring compliance with awarding body assessment strategies and quality assurance requirements.</li> <li>j) Maintain professional industry experience and CPD updating in line with industry and awarding body requirements</li> </ul>
3.3	To embrace and positively promote the Group's approach to supporting the Learner and Employer Journey.
3.4	To maintain effective and professional relationships with employers and external agencies.
3.5	To deliver high quality subject learning support and assessment to learners.
3.6	Liaise with external recruitment agencies and employers working with the Employability co-ordinator to manage the exit interview and progression in work process.

3.7	To work as an effective member of the delivery team
3.8	Provide monthly reports on the progress of all learners engaged and complete daily registers and update sample plans daily. Submit marked work at the end of each week.
3.9	Ensure the learners' experience is varied, enjoyable and achieves learning goals.
3.10	To carry out accreditation of recognised prior learning
3.11	To complete relevant documentation concerning monitoring visits, in accordance with Institute Group and funding body requirements. To advise and monitor the preparation of learners' portfolios of evidence.
3.12	To invigilate exams/assessments as and when required by the line manager.
3.13	To ensure all learning is facilitated including functional skills (where required). Embrace the use of Virtual Learning Environments, Smart Assessor and future technologies and resources to support learner progress, employer and team communications.
3.14	Work flexibility as part of the delivery team, contributing to the effective, efficient and quality assured processes, systems and procedures in order to ensure that a high quality provision is provided to learners, employers and other stakeholders.
3.15	To manage electronic and paper-based tracking systems for learners, conducting telephone / face to face reviews and discussions, monitoring reviews and achievement progress, outcome paperwork, tracking of learner's destination and verification of employer, home visits, emails, texts and letter.
3.16	To maintain consistently effective communication to and from the Group, learners and work place locations through team meetings, operations manager and online systems, ensuring the collection and analysis of course completion and progression
3.17	Contribute to the effective, efficient and quality assured processes, systems and procedures in order to ensure that a high quality provision is provided to learners, employers and stakeholders.
3.18	Undertake cover for absent colleagues, in accordance with Institute Group Policy.
3.19	Participate in internal staff appraisal and appropriate staff development or training courses.
3.20	Attend and proactively contribute to team, School, College and Institute Group level meetings.
3.21	Complete necessary administrative tasks within set time frames to ensure that all results, queries, registers are accurately processed and responded to in line with agreed internal and external customer expectations and requirements
3.22	Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

<b>4.</b>	<b>Budget Responsibility:</b>
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 Group's purchasing and financial regulations.

<b>5.</b>	<b>Continuing Professional Development:</b>
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

<b>6.</b>	<b>Health and Safety:</b>
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> <li>• To take reasonable care to safeguard their own safety and that of others with whom they work;</li> <li>• 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.</li> <li>• Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.</li> <li>• To report immediately any defects in plant, equipment or the environment</li> </ul>

<b>7.</b>	<b>Equality and Diversity:</b>
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.

<b>8.</b>	<b>Safeguarding Children and Vulnerable Adults:</b>
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)

<b>9.</b>	<b>Group Policies and Procedures:</b>
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.

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## 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.

### Person Specification

<b>Qualities</b>	<b>Specific Requirements</b>	<b>E</b>	<b>D</b>
<b>Qualifications and Training</b>	Level 3 or higher Teacher/Training qualification	E	
	Level 2/GCSE or Equivalent in English	E	
	Level 2 GCSE or equivalent in Maths	E	
	Assessor Qualification		D
	IQA qualification or ability to work towards		D
	Evidence of CPD in a training and education context	E	
	Level 2 ICT or willingness to work towards and obtain within 6 months.	E	
	Level 3 Vocational qualification	E	
<b>Specialist Knowledge</b>	Knowledge of Employability, Local Labour Market and provisions	E	D
	Knowledge of delivery and assessment of NVQs/QCF qualifications and traineeship frameworks in the vocational area		
	Knowledge of Functional Skills in a learning context		D
	Knowledge of relevant Health and Safety legislation	E	
	Knowledge of customer service practices in a service environment	E	
	Competent in IT skills	E	
	General knowledge of education funding and training	E	

	<p>Knowledge of commercial training working with employers</p> <p>Awareness of Internal Quality Assurance strategies in a work based and classroom teaching/training environment</p>	E	D
<b>Experience</b>	<p>Good track record and current occupational experience within in the industry or profession appropriate to the post (current occupational experience as defined by the awarding bodies)</p> <p>Experience of working with young people and adults in 1 to 1 and group situations.</p> <p>Experience of working in a training and learning environment</p> <p>Experience of supporting learners with Functional Skills</p> <p>Experience of employability, deprived and vulnerable client groups</p> <p>Experience of maintaining auditable documentation</p> <p>Good employer and learner engagement E Good customer service experience</p>	E E E E E E	
<b>Skills and Attributes</b>	<p>A positive attitude to change.</p> <p>Ability to positively promote the Institute Group Values and Acceptable Standards to staff and learners</p> <p>Flexibility and adaptability</p> <p>Excellent communication and interpersonal skills</p> <p>Willingness to develop self and others</p> <p>Good organisational and administrative skills</p> <p>Ability to build relationships of trust and respect</p> <p>Integrity</p> <p>Analyse and simulate information quickly</p> <p>Multi-task effectively</p> <p>Respects confidential nature of work and maintains absolute confidentiality as required</p> <p>Ability to work as part of a team to achieve outstanding practice</p>	E E E E E E E E E E	D
<b>Other</b>	<p>DBS check carried out on appointment</p> <p>Potential travel to all Group sites and employer workplace, including overnight stays</p> <p>Access to own transport</p> <p>Smart business dress</p>	E E E E	

	Full UK Driving Licence	E	
	Sufficiently mobile to undertake the duties of the post	E	
	Sufficiently flexible to undertake the duties of the post	E	

Qualities identified and determined by:

*E = Essential*

*D = Desirable*