

JOB DESCRIPTION (updated May 2018)

Job Title:	PROGRAMME TUTOR
Responsible to:	Programme Manager
Responsible for:	An agreed caseload of Apprentices and delivery of other Learner types where relevant (L1-L7)
Functional Liaison with:	Programme Lead, Employers, Business Development team, tutors, lecturers and other College staff.
Main Purpose:	Responsible for delivery of Apprenticeship programmes that includes all aspects of teaching, training, pastoral and assessment elements of Learner's Individual Learning Plan (ILP). Meeting the Professional Standards as endorsed by the Education and Training Foundation and deliver high quality teaching, learning and assessment for all Learners. Deliver and coordinating and all aspects of an Apprenticeship including Skills for Success, Functional Skills, gateway and EPA preparation for Learner & Employer. Recording progress of all Learners and action planning any who are behind target taking all necessary steps to meet the programme area's achievement profile.

Maximum Annual Teaching Hours:

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.



PROFESSIONAL VALUES & ATTRIBUTES

Develop your own judgment of what works and does not work in your teaching and training.

1. Reflect on what works best in your teaching and learning to meet the diverse needs of learners.
2. Evaluate and challenge your practice, values and beliefs.
3. Inspire, motivate and raise aspirations of learners through your enthusiasm and knowledge.
4. Be creative and innovative in selecting and adapting strategies to help learners to learn.
5. Value and promote social and cultural diversity, equality of opportunity and inclusion.
6. Build positive and collaborative relationships with colleagues and learners.

PROFESSIONAL KNOWLEDGE & UNDERSTANDING

Develop deep and critically informed knowledge and understanding in theory and practice.

7. Maintain and update knowledge of your subject and/or vocational area.
8. Maintain and update your knowledge of educational research to develop evidence-based practice.
9. Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence.
10. Evaluate your practice with others and assess its impact on learning.
11. Manage and promote positive learner behaviour.
12. Understand the teaching and professional role and your responsibilities.

PROFESSIONAL SKILLS

Develop your expertise and skills to ensure the best outcomes for learners.

13. Motivate and inspire learners to promote achievement and develop their skills to enable progression.
14. Plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment.
15. Promote the benefits of technology and support learners in its use.
16. Address the mathematics and English needs of learners and work creatively to overcome individual barriers to learning.
17. Enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge.
18. Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support progression and achievement.
19. Maintain and update your teaching and training expertise and vocational skills through collaboration with employers.
20. Contribute to organisational development and quality improvement through collaboration with others.

1. Adhere to the most up-to-date ETF Professional Standards for Teachers and Trainers including proactively undertaking regular industry relevant vocational updating maintaining currency of expertise in line with delivery areas. Take responsibility for own Continual Professional Development (CPD) updating Professional values and attributes, knowledge and understanding and skills. Maintain accurate, up-to-date record of CPD and report on this annually or as required ensuring a minimum of 30 hours is undertaken and recorded.
2. Delivering learning programmes for an agreed caseload of between 45-60 Apprentices and delivering on other learner types which as required:
 - Linking information gathered from “Initial Assessments” with employer’s and learner’s needs to create meaningful learning programmes which meet College and external stakeholder’s Quality Standards for all aspects of the Learners programme.
 - Plan and develop learning and assessment (if required) opportunities for all aspects of the Learners programme with the agreement of the learner and employer (including relevant internal College departments where necessary), set challenging milestones

and SMART targets which are comprehensively detailed onto learner's Individual Learning Plans (ILPs) and E-portfolio. Ensure ILPs are shared with all relevant delivery and support staff. Be responsible for ensuring the learning programme for each learner on caseload is successfully delivered.

- Undertake the delivery of/facilitate the delivery of planned off-the-job learning and assessment activities, as identified within programme schemes of work, session plans and ILPs and ensure programme Quality Standards are fully met. Embed English, Maths, ICT and ILT into learning and assessment throughout the learner's programme and fully utilise technology within delivery e.g. video conferencing or online learning.
- Facilitate, monitor and record the delivery of on-the-job learning, in conjunction with the employer, so that the learners are appropriately prepared for Gateway, EPA and each of the planned learning and assessment milestones included in their ILP. Ensure on-the-job activities are documented clearly on the College's ePortfolio system.
- Support all Learners on caseload to achieve Maths and English functional skills within set timescales. Promote use of Maths and English during every session; champion Skills for Success and Digital skills learning and development to ensure that the requirements of the Apprenticeship are fully met.
- Prepare learners and Employers for end point assessment meeting all gateway milestones and Standard assessment plan(s) requirements.
- Maintain timely, detailed and accurate ePortfolio and central College records of all learner activities throughout the journey to achievement, ensuring that records are detailed and current in preparation for monthly 121 and that they meet College and external stakeholder's quality requirements at all times.
- Undertake regular tri-party Progress Review meetings which include every aspect of the learner's programme of learning and feedback to all parties. Liaise with all delivery and support staff involved to ensure a holistic review which sets clear short, medium and long term SMART targets and update the ILP.
- Risk assess each learner's progress, attendance and output, apply a RAG rating to ensure additional support sessions are delivered where requirements are not being met and that all Learners achieve within their planned completion date.
- Refer learners who require additional support to relevant PST team, monitor progress and lead liaison with PST staff member. Proactively ensure that accurate records are maintained and updated in relation to the support measure taken and financial claims are carried out and reviewed.
- Produce detailed monthly caseload reports for use in one-to-one meetings with the line manager.

- Maintain consistently high levels of attendance, retention, overall and timely achievement (a minimum of 5% above national rates) for all learners in order to meet the team/Employer Engagement Key Performance Indicators (KPIs)
- 3 Maintain a consistently high standard of practice during teaching and learning observations and learning walks related to the job role. Ensure internal and external quality assurance standards are fully met at all times e.g. Ofsted & Awarding Organisations.
 - 4 Establish and maintain productive working relationships with employers and their staff, acting as their key account manager for the employer, providing excellent customer service with each interaction and attain high-level satisfaction within customer service feedback survey.
 - 5 Actively promote the College's and Employer Engagement whole service offer to employers, whilst maintaining own caseload seeking out additional income and business opportunities. Act as a conduit between employers and the College ensuring that all business leads are referred to the appropriate Business Development team member, CRM contact details are up-to-date and the College is kept informed of business requirements.
 - 6 Actively Participate in meetings, planning activities and standardisation activities as required.
 - 7 Proactively contribute to the College's marketing activity, in particular at open events, Business-to-Business, schools and networking events.
 - 8 Enthusiastically promote the College's principles of With Strength of Character through Skills for Success, equality, diversity and safeguarding (including British Values and PEVENT).
 - 9 Demonstrate a commitment to all College policies and procedures.
 - 10 Be responsible for own health and safety at work and comply with the College's health and safety policy at all times. Adhere to the Risk Management Policy and notify the line manager of any identified risk.
 - 11 Any other duties as directed by the Principal or delegated authority.

Person Specification

<u>Essential</u>	<u>Desirable</u>	<u>Evidence</u>
<p><u>Qualification:</u></p> <p>Current high level of subject knowledge</p> <p>Level 3 Award in Education and Training or a relevant post 16 Teaching Qualification</p> <p>GCSE A* - C in English or Maths</p> <p>Level 2 qualification in ICT/Digital Skills.</p> <p><u>Knowledge/Skills</u></p> <p>Confident IT skills in a range of Microsoft Packages along with Apple ios devices</p> <p>Knowledge of Apprenticeships and full cost learning requirements and delivery methods</p> <p>Strong organisation, communication and customer service skills</p> <p>Car Owner and possession of a full driving licence.</p> <p><u>Experience:</u></p> <p>Current Clinical Health experience.</p> <p>Recent extensive vocational industry experience relevant to sector in which you deliver in.</p> <p>Previous experience of delivering training and/or Apprenticeships and/or Work Based Learning programmes.</p> <p>Use of ICT and ILT in learning and/or assessment role</p> <p>Knowledge and application of a wide range of teaching strategies, including for</p>	<p><u>Qualification:</u></p> <p>Level 3 Award in Assessing Competence in the Work Environment, A1 or equivalent</p> <p><u>Knowledge/Skills:</u></p> <p><u>Experience:</u></p>	<p>I, A,</p> <p>A, I,</p> <p>A, I,</p>

Conditions of Service

1. Hours of work: 35 hours per week Normally working hours will be 8:30am - 5:00pm Monday to Thursday and 8:30am – 4:30pm Friday
2. New appointments to the College are subject to a twelve month probationary period.
3. Holidays: 24 days plus public holidays, raising to 29 days after five years service.
4. Contributory pension with the Local Government Pension Scheme run by Suffolk County Council.
5. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
6. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age ,disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.