


Title Tutor (Study Programme)	Department Community Learning and Skills Service	Post Ref.	
Job Purpose To provide young people and adults with appropriate teaching and training on accredited and non-accredited learning programmes. To provide training and opportunities for disaffected young people who need extra or specialised help before they can effectively progress onto Further Education or employment. The job description is generic to all Tutors. However, there are operational activities within the organisation which require individual Tutors to be occupationally qualified or specifically trained for the organisation to be able to continually adapt to the ever changing needs of the training environment, governed by contractual requirements from the funding organisation.			
Key Responsibilities <ol style="list-style-type: none">1. The recruitment, selection, induction and initial assessment of young people and/or adults leading to the design of their individual training programme2. Design, develop, deliver and assess courses across a range of qualifications3. To be responsible for the training, reviewing, assessment and recording of achievement in line with the training programme4. To deliver maths and/or English up to GCSE level (training will be provided).5. Provide learners with appropriate information, advice, guidance, counselling and support to enable further successful progression6. Administrative work associated with all the organisation’s operations7. Meet recruitment, retention, attendance and success rate targets8. Build partnerships with local schools, employers and other agencies to create recruitment and progression routes9. To develop and monitor a range of work placement opportunities for young people involved in the training programme10. To participate in continous personal development as determined by the organisation11. To be responsible for working within agreed budgets and for the management of petty cash12. To ensure that all safeguarding policies and procedures are adhered to and organisational guidelines are followed, including the Prevent Strategy			

<i>The post holder will perform any duty or task that is appropriate for the role described</i>	
Person Specification	
Education and Knowledge <ul style="list-style-type: none">1. Hold or be willing to work towards a level 5 teaching qualification2. GCSE A – C or equivalent in maths and English3. Assessor qualification (desirable)4. Understanding of government funded training programmes5. Understanding of safeguarding policies and procedures, including the Prevent Strategy6. Understanding of the new Common Inspection Framework7. Awareness of Health and Safety issues and legislation8. Understanding of Equal Opportunities policies and procedures.	Personal Skills and General Competencies <ul style="list-style-type: none">1. Deliver consistently good or better lessons in line with the Common Inspection Framework2. Set an excellent example of customer service for all stakeholders3. Work effectively within a team to plan programme delivery and solve day to day problems4. Continually work to drive efficiency and quality in an educational environment5. Set challenging targets for themselves and their peers to increase performance6. Ability to work on own initiative, organising and prioritising your own work7. Ability to embed maths, English and ICT up to level 2 into the curriculum8. Be able to communicate effectively with a wide range of people.
Experience <ul style="list-style-type: none">1. Experience of working with vulnerable young people aged 16 – 24 and/or adults with learning difficulties and disabilities2. Experience of delivering and assessing accredited qualifications to a high standard3. Experience of and ability to plan, write, deliver and evaluate training sessions.4. Ability to effectively review, monitor and offer guidance and support to young people and adults.	
Role Dimensions <p>To provide young people and/or adults with appropriate training and teaching, leading to them achieving learning goals and appropriate accredited/non-accredited qualifications, that support progression to Further Education or employment.</p> <p>No direct responsibility of staff.</p>	