


Title Access to HE Higher Education Tutor (Health& Social Care)	Department 19+ Advanced Learner Loans	Post Ref.	
Job Purpose To deliver high quality teaching and learning courses to learners on Access to HE Health & Social Care programmes. 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 attending the access to HE course.2. Provide regular planned teaching sessions using the most appropriate teaching, learning and assessment methods.3. Undertake marking and assessment of examination work and to provide timely feedback to learners.4. Identify areas for revision, improvements or support to meet learner expectations.5. Develop a range of approaches to teaching and learning which are innovative for the organisation and create interest, understanding and enthusiasm amongst learners.6. Pro-actively attend local events to promote and publicise the programme and organisation.7. Liaise with Functional Skills tutors to ensure each learners are on track to achieve functional skills targets.8. To be responsible for reviewing and recording of achievement in line with the training programme.9. Provide learners with high quality Information, Advice and Guidance to enable further successful progression.10. Administrative work associated with all the organisation's operations.11. Meet recruitment, retention, attendance and success rate targets.12. To participate in continuous personal development as determined by the organisation.13. To ensure that all safeguarding policies and procedures are adhered to and organisational guidelines are followed, including the Prevent Strategy.		Key Accountabilities <ol style="list-style-type: none">1. Provide learners with a safe and appropriate course which meets the needs of the learner to support their expected progression2. Build positive working relationships internally and externally with partners, employers, stakeholders and users3. To have a commitment to Inspire's Equality, Diversity and Inclusion Strategy4. To be involved in producing an annual Self Assessment Report (SAR) and work positively towards the Quality Improvement Plan (QIP)5. Involvement in the development of the organisation's systems and procedures and quality assurance6. Keeping up to date with new legislation, procedures and techniques and carrying out research where appropriate of different funding opportunities and national initiatives.7. Work flexibly in line with the needs of post, e.g. occasional evening or weekend work.	

<i>The post holder will perform any duty or task that is appropriate for the role described</i>	
<i>Person Specification</i>	
<i>Education and Knowledge</i> <ol style="list-style-type: none"> 1. Hold or be willing to work towards a level 5 teaching qualification 2. GCSE A – C or equivalent in maths and English 3. Assessor qualification (essential) 4. Have a proven track record of teaching & assessing within own specialist delivery areas 5. Understanding of awarding body requirements 6. Information, advice and guidance qualification (desirable) 7. Understanding of government funded training programmes 8. Understanding of safeguarding policies and procedures, including the Prevent Strategy 9. Understanding of the new Common Inspection Framework 10. Awareness of Health and Safety issues and legislation 11. Understanding of Equal Opportunities policies and procedures. 12. Understanding of British Values and embedding into learning programmes 	<i>Personal Skills and General Competencies</i> <ol style="list-style-type: none"> 1. Set an excellent example of customer service for all stakeholders 2. Work effectively independently and within a team to plan programme delivery and solve day to day problems 3. Continually work to drive efficiency and quality in an educational environment 4. Set challenging targets for themselves and their peers to increase performance 5. Ability to work on own initiative, organising and prioritising your own work 6. Ability to embed maths, English and ICT up to level 2 into the curriculum 7. Be able to communicate effectively with a wide range of people 8. Take personal and proactive responsibility for own performance 9. Work to strict deadlines and meet objectives including timely achievement of learner qualifications. 10. Provide information, advice and guidance to learners throughout the HE course
<i>Experience</i> <ol style="list-style-type: none"> 1. Experience of working with young people and/or adults 2. Experience of teaching subject specialism to groups using various teaching, learning and assessment methods 3. Dealing effectively with a range of partners to articulate project aims verbally, or by presentation, e-mail or letter 4. Developing and maintaining a detailed knowledge of local and national employment, training, support and funding 5. Maintaining electronic and manual recording systems and records to auditable standard 6. Ability to effectively review, monitor and offer guidance and support to young people and adults. 7. Meet deadlines to ensure timely achievement of learner qualifications 8. Maximise the use of e- learning and using a variety of assessment 	

methods	
Role Dimensions No direct responsibility of staff.	
Principle Duties To teach and provide supervision for learners on HE courses utilising appropriate teaching, learning and assessment methods. This includes marking, assessment & examination work and provision of timely feedback to learners. Contribute to the planning, design, development and review of the course content. Identify own areas for improvements to meet industry expectations. Contribute to the accreditation of courses and quality control as necessary. Develop a range of approaches to teaching which are innovative in the subject area to create interest, understanding and enthusiasm amongst learners Gather evidence from learners in order to prepare reviews of teaching and learning, check progress and ensure timely completion Engage in subject research and continued professional development to support teaching activity ensuring that module content is relevant and up to date Responsible for the pastoral care and motivation of learners, supporting them with any personal difficulties should they arise and ensuring that specialist support is in place	