**WORK-BASED TUTOR JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Part-time Hourly Paid Rail Internal Quality Assurer  | Apprenticeship & Skills |
| **SALARY** | **BENEFITS** |
| Unqualified rate £18.27 per hour, Qualified rate £21.36 per hour  | This is a flexible role most of which can be carried out remotely. |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Assistant Head of Apprenticeship & Skills | N/A |
| 1. **GENERIC KEY TASKS AND RESPONSIBILITIES**

**Refer to Management Guidelines regarding the determination of the duties of lecturing staff** |
| Internal quality assurers have many responsibilities and their days will vary. Their general responsibilities include the following:* Check that tutors meet the requirement for their role in relation to the awarding body requirements.
* Plan and prepare monitoring activities.
* Work alongside tutors and other support staff to ensure the standardisation of assessment practices.
* Observe tutor’s performance, providing constructive feedback to improve or enhance their performance and learner outcomes.
* Provide support for tutors.
* Ensure there are effective IQA sampling plans in place.
* Sample assessment records and decisions.
* Meet with learners and employers to gain feedback. Ensure feedback is effectively used by the tutors to improve performance.
* Plan how and when you monitor tutors.
* Identify and facilitate best practice throughout the department and organisation.
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| 1. **DUTIES**
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| **1 Undertake continuing professional development (CPD), as appropriate in order to meet College and learning area objectives*** Attend internal or external CPD as directed by the Line Manager, Head of Teaching and Learning, Head of Quality, CPD or Human Resources
* Undertake technical updating to ensure current industry standards are embedded in working practices.
* Undertake all college mandatory CPD as appropriate to your role.
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| **2 Exceed College standards*** To promote College sustainability policies and strategies by personal commitment
* To take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations
* You role model and promote the College values:
* **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making.
* **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork.
* **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study.
* **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.

Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
| **(B) KEY TASKS AND RESPONSIBILITIES** **SPECIFIC TO APPRENTICESHIP & SKILLS DEPARTMENT**  |
| * Work with the Assistant Head and other managers to effectively apply IQA practices for the schemes you are responsible for. This will include the frequency of IQA work in relation to the learner’s programme.
* Work with the Assistant Head and other managers to identify the ‘risk’ status of each tutor so that an effective sampling plan can be implemented.
* Work with the Assistant Head and other managers to ensure direct claims status of the programmes you are IQA for ensuring all learners can be certificated in a timely manner.
* Identify any learning and development needs of the team.
* Co-ordinate standardisation meetings and activities with both internal and external staff as applicable.
* Work with the Assistant Head and Head of quality assurance to liaise with awarding bodies as applicable.
* Ensure all staff are following IQA college systems and processes.
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**Location of work**

This is a field-based role but Employees may also be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with the appropriate Line Manager.  Employees are expected to participate fully in the review and, following discussion, to update the relevant job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes following consultation with the relevant employee/s.

 **WPL** **EMPLOYEE SPECIFICATION**

(A) Assessed via Application form (I) Assessed via Interview

(P) Assessed via Presentation/Mini teach in interview (T) Assessed via Test

(PI) Post Interview

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** |
| Presentable and professional appearance (I)Ability to work as part of a team A/I)Ability to work to quality standards (A/I)Good command of the English language (A/I)Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** |
| Significant industry experience in a related subject.Subject related qualification at level 3 or aboveTeaching qualification e.g. CET’P, PTTLLS or equivalent (A)GCSE, or equivalent, at Grade C or above or Level 2, or equivalent English and maths (A)TAQA Level 3 Assessor qualification.Internal verification qualification i.e. D34, V1, IQA level 4. | External verification/examination role (A)Membership of a professional bodyTeaching qualification e.g. PGCE / Cert Ed or equivalent (A)Higher level qualification.Independent End-point Assessor for the new Apprenticeship Standards |
| ***Special Aptitudes*** |
| Excellent communication skills with the ability to motivate learners (A/I/P)Teaching/training experience and knowledge of developments in teaching and learning (A/I)Competent in ICT (A/I)Adaptable and able to work flexibly, within a team or on own initiative (A/I)Able to demonstrate the capability of being an inspirational role model for all stakeholders eg staff, students, parents / guardians (A/I/P) | Ability to deliver Good/Outstanding lessons (A/I)Evidence of highly successful teaching, training and / or coaching experience (A/I)Evidence of consistent Grade 1 and 2 Lesson Observations (A/I)Involved in latest course developments (A/I)Coaching / mentoring staff / delivering CPD (A/I)External verification/examination role (A/I) |
| ***Interests*** |
| A professional interest in the subject discipline (A/I/P)Evidence of high levels of continued professional development (A)Empathy with education and a learner centred approach to teaching, learning and assessment (A/I/P) |  |
| ***Disposition*** |
| Excellent interpersonal skills (I/P)Approachable (I)Person centred approach (I/P)The capacity to communicate effectively both verbally and in the written word at all levels (A/I/P)Enthusiastic and self-motivated (A/I) |  |

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| ***General*** |
| An understanding of “safeguarding” and its importance within the College \* (A/I)An understanding of health and safety requirements of a working environment (A/I)An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** |
| Willing to apply for Disclosure and Barring Service clearance at Enhanced level (A/I)Ability and willingness to work flexibly (A/I)Willing to complete external work placement visits (A/I)Ability to work evenings/weekends, as required – careers/conventions/recruitment events (A/I)Possess a current driving licence or willing to travel as required by other means (A/I) |  |

Interviews will explore issues relating to safeguarding/the “Prevent” agenda and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Part-time Hourly Paid Rail Internal Quality Assurer | Apprenticeship & Skills |
| **SALARY** | HOURS OF WORK |
| Unqualified rate £18.27 per hour, Qualified rate £21.36 per hour | As directed by line manager but dependent on number of learners and risk rating of tutors |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| N/A | N/A |
| **Place of Work** |
| This is a field-Based Role and as such falls under the ‘Home Working Policy’ |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearanceRefer to Staff Professional Code of Conduct |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable)Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay SchemeShould your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). |
| **CONTINUING PROFESSIONAL DEVELOPMENT** |
| In order to comply with the Further Education Teachers’ Continuing Professional Development and Registration (England) Regulations 2007, you are required to:* complete a minimum number of hours of continuing professional development every year;
* maintain a record of the CPD you have undertaken;
* make that record available to the College

Failure to comply with these requirements may lead to your dismissal. Full details of the College’s policy in relation to Continuing Professional Development is available to all employees |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** |
| Teachers employed in a further education institution are required to hold the teaching qualifications prescribed by the Further Education Teachers Qualifications (England) Regulations 2001 and the Further Education Teachers Qualifications (England) Regulations 2007.  The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is heldThe Corporation will review with employees, either prior to commencement of employment or shortly thereafter, the qualifications required for the post that applied forl and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications.  In the event that the requisite qualifications are not achieved within the period specified in the Regulations, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with clause 30.3 |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. |
| **BENEFITS TO YOU** | **HOW TO REGISTER** |
| * Saves you time and money
* One DBS certificate may be all you will ever need
* Take your DBS certificate from role to role within the same workforce
* You are in control of your DBS certificate
* Get ahead of the rest and apply for jobs DBS pre checked
 | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)**Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down.  |
| **WHAT YOU GET** |
| When you join, you’ll get an online account that lets you:* Take your certificate from one job to the next
* Give employers permission to check your certificate online, and see who has checked it
* Add or remove a certificate
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