**TRAINEESHIP WORK-BASED TUTOR JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Traineeship Work-Based Tutor 0.7 | Apprenticeship & Skills |
| **SALARY** | **BENEFITS** |
| £19,241 - £31,379 per annum in accordance with qualifications and experience.  Fractional posts are pro rata | Teachers’ Pension  32 days annual leave, pro rata, to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays  Potentially eligible for a company car dependent on business mileage.  Appropriate IT Technology provided  This is a Field-Based Role |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Assistant Head of Apprenticeship & Skills – Engineering – Traineeships - NEET | N/A |
| 1. **GENERIC KEY TASKS AND RESPONSIBILITIES**   **Refer to Management Guidelines regarding the determination of the duties of lecturing staff** | |
| The role of a Traineeship Work-Based Tutor is to provide inspirational teaching, learning, support, and effective placement activity. Tutors will additionally support excellence in formative assessment to ensure learners reach the highest standards of any qualification working towards and gain a positive progression.   1. To support learners on traineeship programmes to successfully develop job search skills, employability skills, gain a placement and positive progression. 2. Aspire to deliver excellent teaching, learning and assessment. 3. Conduct initial and diagnostic assessment activities, recruit with integrity. 4. Source Placement opportunities for traineeships – nurture and grow placement providers to offer further placement/apprenticeship opportunities. 5. Carry out Health & Safety reviews of work placements. 6. Take an active role in monitoring own performance and targets to meet both personal and college key performance indicators. 7. Ensure all teaching, learning and assessment adheres to quality assurance processes. 8. Provide information, advice, and guidance to both current and prospective learners and employers.   6 Attend standardisation meetings as identified by Line Manager  7 Undertake continuing professional development (CPD), as appropriate to meet the College and learning area objectives including logging industry practice.  8 Exceed College standards  9 Share good practice with peers and other college departments as appropriate.  10 Complete and maintain all regulatory and financial paperwork.  11 Develop teaching resources including the use of digital technologies. | |

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| 1. **DUTIES** |
| 1. **Manage learners to succeed**  * Complete and maintain all relevant documentation relating to programme delivery in line with College, awarding body and funding requirements. * Source relevant and effective work placements and future vacancy opportunities. * Participate in and support an inspirational learner induction. * Manage learners through the initial assessment process and confirm suitability or redirect to appropriate qualifications. * Undertake individual reviews, embracing and completing all aspects of the E-Portfolio (Learning Hub) system including the individual learning plan (ILP) providing SMART targets for learners, which promote learner advancement and success. * Monitor any risk status of learners, apply and record interventions as appropriate. * Address learner concerns promptly, signpost to other professionals, internally or externally, if appropriate and confirm the actions have resulted in a positive outcome * Continually review the learners’ progress in liaison with employers/placement providers. * Monitor caseload performance and action concerns through appropriate channels including regular attendance at A&S performance boards. * Carry out regular learner reviews every4-6 weeks (more frequent within the induction phase) in liaison with the employer and the setting of Smart targets. |
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| 1. **Aspire to deliver excellent teaching, learning and assessment** |
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| * Deliver inspirational teaching, learning and assessment to promote high levels of learner satisfaction and success. * Share best practice in teaching, learning and assessment and provide support to colleagues through team meetings, peer observation etc. * Produce detailed and highly effective delivery plans including the use of TLD plans within the E-portfolio system to demonstrate the learner journey. * Participate in the observation of teaching and learning and embrace areas for improvement positively. * Develop a range of innovative assessment methods to meet the requirements of awarding bodies, expected standards and address learner individual needs. * Produce effective assessment strategies to reduce front or end loading for learners, contribute to scheme needs and provide for timely success. * Contribute towards the production of high quality VLE resources. * Provide timely and effective feedback to learners that contribute to learner development and success. * Track and record learner progress effectively and in a timely manner via E-Portfolio to support high levels of learner success and positive value added. * To oversee cohort ePortfolio submissions, assessing quality and quantity of evidence, and providing formative feedback and/or undertaking marking at set intervals in the apprenticeship programme structure. |
| **3 In line with the Professional Standards for Teaching and Training – England actively promote the professional values and attributes**   * Reﬂect on what works best in teaching and learning to meet the diverse needs of learners * Evaluate and challenge your practice, values and beliefs * Inspire, motivate and raise aspirations of learners through enthusiasm and knowledge * Be creative and innovative in selecting and adapting strategies to help learners to learn * Value and promote social and cultural diversity, equality of opportunity and inclusion * Build positive and collaborative relationships with colleagues and learners   **4 In line with the Professional Standards for Teaching and Training – England actively promote and embed professional knowledge and understanding into your practice**   * Maintain and update knowledge of subject and/or vocational area * Maintain and update industry knowledge to develop and enhance own practice. * Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence * Evaluate your practice with others through peer observation and assess its impact on learning * Manage and promote positive learner Skills & behaviours in line with Apprenticeship standards. * Understand the Work-based Tutor role and responsibilities.   **5 In line with the Professional Standards for Teaching and Training – England, actively promote the development of professional skills**   * Motivate and inspire learners to promote achievement and develop their skills to enable progression to higher qualifications and/or employment progression. * Plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment * Promote the beneﬁts of technology and support learners in its use. * Address the needs of learners and work creatively to overcome individual barriers to learning. * Enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge them. * Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support progression and achievement. * Maintain and update teaching and training expertise and vocational skills through collaboration with employers. * Contribute to organisational development and quality improvement through collaboration with others |
| 1. **Quality Assurance (QA)**  * Comply with internal and external quality assurance requirements * Undertake scheme management as directed by Line Manager and exceed expected standards identified internally or externally * Participate bi-monthly Apprenticeship & Skills meetings and external stakeholder meetings as required by the designated role. * Undertake / comply with internal verification (IV) and standardisation activities complying with College assessment and IV policies and procedures and external QA requirements, as required * Manage the tracking of learner performance against targets and presentin accordance with your role at Apprenticeship & Skills performance Boards. * Contribute towards the completion of the scheme self-assessment report and action plans, as required * Co-ordinate and as applicable invigilate examinations for required aspects of the learners’ programme following awarding body regulations |
| 1. **Provide Information, Advice and Guidance**  * Provide accurate and current qualification specific information to future and current learners.      * Be aware of the range of support available and how to signpost to internal and external support. * Liaise with employer services any feedback relating to fact sheets and to ensure the provision of accurate, current and to employers/placement providers and prospective learners. * Recruit with integrity by providing impartial advice and guidance and ensuring there is an effective induction provided for the learners to ensure the best possible start to the learning programme. * Attend and fully participate in College Open Mornings, the Country Fair, and other promotional / recruitment events, as required * Support learners in decision making regarding their future progression and ensure the completers survey is effectively completed to capture destination and progression information. |
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| **8 Attend meetings as identified by Line Manager**   * Attend and contribute to weekly/monthly Team Meetings. * Attend and contribute to scheme standardisation meetings. * Attend and positively contribute to staff performance management meetings * Attend other internal and external meetings, as directed by Line Manager   **9 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. |
| **10 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** |
| * Delivery of traineeship programmes to learners on courses in Preston and Salford but delivery may go beyond this area as part of intervention support or bespoke delivery. * Source suitable and effective placements as required by sector and location. * Form part of the core teaching team to teach, support and prepare learners for their progression. * Responsible for carrying out a Health & Safety appraisal of the learners’ work placement to ensure it is meeting H&S requirements and providing a safe and supportive learning environment. * Effectively manage a learner caseload of around 30 following the required induction and training. * Help develop the delivery model for traineeships. * Support and participate in external industry events to enhance the learner experience. * Carry out the assessment of learners and/or support formative assessment activities to ensure competencies and grades are properly recorded meeting college and national standards. * Take an active part in the development of the College VLE site to support and enhance the quality of the learners’ programme. * To devise and deliver employability programmes of learning to both individuals and groups of a high standard, meeting the needs of individuals and programme requirements. |
| * Be actively involved in the initial assessment of learners in order to establish an effective individualised learning programme. * Communicate learner cohort progress to other areas as required and keep areas informed of individual learners through recognised channels * Be actively involved in the planning and implementation of examinations and internal assessments * Invigilate exams and internal assessments as required by Line Manager |

**Location of work**

This is a Preston and Salford campus-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

**Qualified Status = Assessor Qualification or Assessor Coach, H&S qualification to complete HASWELs, CET Pe, English and Maths at Level 2.**

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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. (Employability)  Subject related qualification at Level 3 or above  Teaching qualification e.g. CET’P, PTTLLS or equivalent (A) or willing to work towards a teaching qualification within agreed time period i.e. CET’P,  GCSE English and Maths at Grade C/4 or above (or an equivalent standard), or Level 2 (A/I)  TAQA Level 3 Assessor qualification OR ‘L4 Assessor Coach – or willing to work-towards TAQA / L4 Assessor Coach Standard.  Level 2 Health & Safety in the Workplace – or willing to work-towards L2 H&S. | External verification/examination role (A)  Membership of a professional body  Teaching qualification e.g. PGCE / Cert Ed or equivalent (A)  Internal verification qualification i.e. D34, V1, IQA Level 4.  Higher level Agriculture qualification. (A/I)  Approved End-point Assessor (A/I) |
| ***Special Aptitudes*** | |
| Excellent communication skills with the ability to motivate learners and employers (A/I/P)  Sales experience or experience of sourcing placements or apprenticeship opportunities  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*** | |
| 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) |  |
| ***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** |
| Traineeship Work-Based Tutor 0.7 | Apprenticeship & Skills |
| **SALARY** | HOURS OF WORK |
| £19,241 - £31,379 per annum, pro rata, in accordance with qualifications and experience. | 25.9 hours per week  Refer to Management Guidelines |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 32 days annual leave to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays | Teachers’ Pension Scheme  Up to £27,047.99 pa 7.4% Employee  £27,048 - £36,410.99 pa 8.6% Employee  £36,411 - £43,171.99 pa 9.6% Employee  £43,172 - £57,216.99 pa 10.2% Employee  £57,217 - £78,022.99 pa 11.3% Employee  £78,023 and above pa 11.7% Employee  16.48% Employer  You will automatically become a member of the TPS |
| **Place of Work** | |
| Preston and Salford Campus | |
| 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 appearance  Refer 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 Scheme  Should 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 £40.00 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 held  The Corporation will review with employees, either prior to commencement of employment or shortly thereafter, the qualifications required for the post that applied for 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 | |