

## Apprenticeships Tutor Job Description

<b>Salary:</b>	Competitive, based on experience
<b>Working Hours:</b>	Full time 39.5 hours per week
<b>Area:</b>	Apprenticeships
<b>Reporting to:</b>	Programme Manager

This post will holistically plan, co-ordinate, mentor and support on training and assessment of functional Skills for apprentices based in a variety of sectors. Tutors will teach and develop apprentices knowledge to ensure they achieve their programme at the highest possible level and in a timely fashion.

<b><u>Job Responsibilities- Assessment</u></b>
Complete skills reviews with apprentices and employers and identify skill and knowledge gaps
Develop and take responsibility for the delivery of individual training plans tailored to candidate needs
Maintain records relevant to individual candidates
Undertake observations in the workplace
Support the delivery of high-quality training to exceed awarding body quality standards, including functional skills. Delivered in the workplace as appropriate to the candidates' requirements.
Assess Knowledge, Skills and behaviors and feedback to learners using the ePortfolio system.
<b><u>Job Responsibilities- Training</u></b>
Develop individual action plans tailored to candidate needs
Support the delivery of training using approved training resources in the workplace to cover Knowledge, Skills and Behaviours.
Functional Skills English and Maths – Training, monitoring, supporting, recording and reporting to ensure successful completion
Provide tutorial support including key training for the Apprentice (and Employer around Prevent and British Values), Personal Development, Behaviour and Welfare, Safeguarding and any additional learning support requirements
<b><u>Job Responsibilities- Co-ordination and Support</u></b>
Monitor candidate progress and provide support in completion of portfolios, end point assessments and other evidence setting targets to ensure timely completion
Detailing, monitoring, recording and reporting of ALS
<b><u>Job Responsibilities-Administration</u></b>
Supply information to employees and employers to support apprenticeship programmes
Liaise with Line Manager's to facilitate reviews and appraisals
Provide appropriate data and information regarding the programme and candidates as required and contribute to the regular self- assessment monitoring process
Attend CPD and Standardisation events as appropriate
Support the apprentice and employer as part of the End Point Assessment process
Complete all relevant documentation in order to progress the induction and recording of training for all candidates on the programme

Maintain documentation that records the progress of candidates on programme against specified targets
Complete documentation in relation to visits to employers, candidate reviews, assessment visits and any other such appointments that evidence, support and maintain relationships with candidates and employers
Ensure timely achievement of all students on programme and complete the required documentation to achieve Gateway and End Point Assessment
<b><u>Other</u></b>
Any other duties connected with the post as are reasonably required from time to time
<p>Equality &amp; Diversity</p> <p>Support and promote equality and diversity at Poultec to ensure equality of opportunity for all students, visitors and staff and the elimination of discriminatory practices</p>
<p>Safeguarding</p> <p>Support and promote the safeguarding agenda at Poultec to ensure students, visitors and staff are safeguarded.</p>
<b><u>Qualifications/Skills/Knowledge/Qualities</u></b>
<p>The success of Poultec rests on a very strongly felt and shared set of values which determine its strategic direction. It is crucial that the successful candidate shares our values of student-centeredness, equality of opportunity and parity of esteem for staff and students.</p> <ul style="list-style-type: none"> <li>• Hold a qualification or have experience in the subject area</li> <li>• Have up to date industry knowledge</li> <li>• Hold Level 2 Numeracy and Literacy qualifications</li> <li>• Have experience of working with employers in a training or customer relations role</li> <li>• Able to develop strong professional relationships with employers and learners</li> <li>• Have strong IT skills and be willing to work with e-portfolio's</li> <li>• Can motivate learners and ensure they complete on time</li> <li>• Have high levels of motivation and the ability to use own initiative</li> <li>• Hold an assessor qualification</li> <li>• Able to work towards and achieve KPI's</li> </ul>

**At Poultec we are:**

- Passionate and excited about learning
  - Inclusive and supportive
- Responsive to student, employer and community needs
  - Always aspiring to the highest standards
    - Professional and enterprising
      - Innovative and creative
      - Friendly and welcoming

