

Role Specification

Workforce Adult Skills Tutor

1. Introduction

The main responsibilities of this role are to deliver a range of employability skills and sector specific training to learners, to assess and support those learners to fulfil their course requirements in a timely manner and to design programmes of study and learning materials depending on market demand.

A Workforce Adult Skills Tutor will work with learners across a variety of programmes; this could be large groups of learners in a classroom, individual learners in their workplace, small groups in an off-site premises or via the internet for our distance learning packages. This interaction with learners may take place at one or more of the College's campuses, off-site in an employer's business, community centre or similar place hired for delivery, via Teams/Zoom or similar virtual platform or in the learner's workplace.

2. Management Accountability

Responsible to: Adult Skills Training Managers / Head of Adult Learning

3. Duties and Responsibilities

- a) Teach groups of adult learners (and, on occasion under 19s) in a range of subjects specific to a variety of different workplaces. Ensure that all teaching is delivered giving plenty of reference to the workplace using current examples of best working practices and employer and legal requirements.
- b) Carry out assessment and internal verification duties as necessary and to a standard required by your manager/team leader that will best support the success of your learners and also meet the strict requirements of the numerous awarding bodies that the department works with.
- c) Organise, oversee and mark written assessments providing the appropriate level of feedback to each learner in order for them to develop and make good progress on their training programme.
- d) Carry out assessment of learners' skills and knowledge in the classroom and/or in the workplace, depending of programme of study. If carrying out workplace assessments ensure they are timely, in agreement with the employer, the learner and the team leader responsible for that area of study and carried out in a manner that supports health and safety requirements.
- e) Complete Health and Safety risk assessments for each work-based learning placement, for offsite delivery venues and for any training that has a physical skills element to it.

- f) Assist in the recruitment, induction, support and assessment of learners as required and provide and co-ordinate appropriate and detailed tutorial support for learners. Ensure that individual learning plans (ILPs), information, advice and guidance (IAG)/interviews and reviews are completed at the appropriate time of the training programme and in enough detail to ensure compliance for the various auditing organisations.
- g) Take responsibility for ensuring that start and end dates and learner progress are accurately recorded for each learner on the department's tracking systems and understand that timely success is essential to the success of all adult learning programmes. Also ensure that learners are enrolled onto the correct programme of study and registered with the relevant awarding organisation(s).
- h) Be accountable for timely completion of learners and take responsibility for learner management issues primarily with your own learners/groups of learners but also with colleagues' learners if needed. Implement College student behaviour practices where poor behaviour is displayed including (but not limited to) lateness, non-attendance in lessons, non-completion of work and poor attitude.
- i) Liaise with the appropriate Manager to report on learner progress, achievement and the quality of the provision. Take responsibility for keeping learners on track for timely completion of their qualification(s) and keep department tracking systems accurate and up-to-date. maintain all paperwork as required by the College and the awarding organisation(s).
- j) Take responsibility for building a strong working relationship with the employer of each of your work-based learners and regularly report to them on learner performance and progress. Use the opportunity of these relationships to generate further business opportunities and enrolments.
- k) Develop strong relationships with employers in a range of different industry areas with the aim of becoming the preferred training provider for their business needs; work closely with employers to help secure jobs for our learners.
- l) Contribute to the development of learning materials to ensure appropriate and engaging learning can take place. Base delivery sessions around the Learning Cycle and attend all training offered to improve the standards of teaching and learning.
- m) Work closely with the various referral agencies such as the Job Centre to build good working relationships and to support and develop training programmes for their clients.
- n) Take responsibility for developing your professional practice as an educationalist and as a sector-based professional. Undertake the appropriate CPD activity each year to ensure that you remain current not only in your vocational sector but also in your teaching and assessment methodology.
- o) Take responsibility for collecting destination information for your learners and ensure that satisfaction surveys are conducted with your learner (and their employer where appropriate) during and at the completion of their programme of study. Ensure destination information is entered onto the department's tracking systems and forwarded to the appropriate staff for inputting into the College's information systems.
- p) Attend all necessary meetings and events at the College such as Open Evenings, Standardisation and Team meetings, Staff Development Days and specific promotional events as organised by the Marketing Team or your own department.
- q) Learn about the various funding streams for adults and keep knowledge updated regarding latest government funding initiatives. Support Manager/Head of Department to make best use of funding for the various training programmes on offer within the team.

- r) Support the team targets, goals and vision and take every available opportunity to promote our training programmes and services. Have a strong commercial focus, doing all you can to enrol learners onto our various training programmes and work with learners and employers to do all you can to get learners into employment.
- s) Act professionally and courteously to both internal and external customers, and prudently in the interests of the organisation, at all times.
- t) Carry out any other duties as may reasonably be required by your line manager.

NB: Please be aware that the duties and responsibilities outlined above are not exhaustive and therefore may be altered and/or enlarged as appropriate.

If appointed to this post, you will be required to apply for a Disclosure and Barring Services check through the College.

4. Person Specification

Employability Skills Coach

Criteria	Essential	Desirable
Qualifications	- Teaching qualification at level 3 or above. - Assessor Award.	- Verifier Award. - Level 3 or above qualifications in a range of different subject areas suitable for the workplace. - Degree.
Experience/Knowledge	Substantial record of experience in teaching/training adults.	Knowledge of various funding streams available for adult learning.
Skills/Competencies	- Good classroom management skills. - Effective written and verbal communication skills and interpersonal skills. - Good organisation and presentation skills. - The ability to manage learning situations using flexible, learner-centred approaches. - Ability to design training programmes to support market demand. - An awareness of and commitment to Health and Safety guidelines. - Ability to work without direct supervision. - Ability to use discretion and own initiative. - A commitment to the use of IT applications and the ability to use virtual classrooms where it is not possible to carry out face-to-face learning.	
Personal	- A good record of timekeeping and attendance and a willingness to work outside of standard office hours if needed. - Appropriate professional appearance. - A commitment to promoting the health, safety and welfare of learners. - Maintain professional relationships with learners. - Achieve a DBS check satisfactory to the College.	

	• A commitment to work within the framework of the College's Equality & Diversity framework. •	
Circumstances	• Willingness to be based at any of the College's campuses and to travel between them as required.	