
Role Description

Role Title: Tutor	Pay Grade: N/A Day rate
Normal Place of Work: Customer premises	Line Manager: Susy Watson
Normal Working Hours: Minimum 39 hours per week	Responsible For: Delivery of vocational qualifications and employability qualifications

ROLE PURPOSE

- To deliver high quality, imaginative and inspirational class-based teaching for supporting people's progression within chosen sector
- To work with key employers and maintain professional working relationships with key stakeholders.
- To maximise retention, achievement, and success of students.
- To ensure that individual learner needs are met in a responsive way.

PRINCIPAL ACCOUNTABILITIES

Learner Management and Assessment

- a. Deliver high quality training and carryout competence assessment of learning against agreed action plans.
- b. Ensuring assessment is to the standards laid down by the awarding bodies and that feedback is given in a timely manner clearly identifying areas for development.
- c. Be responsible for the review of learner's progress and provide appropriate and timely information and guidance to enable them to succeed.
- d. Manage the attendance, retention, and achievement of learners against KPI's.
- e. Be responsible for building and maintaining relationships with employers, colleagues and all external organisations and partners.

- f. Monitor and coach all students in line with their course, adhering to the standards of the programme of study.
- g. Ensure consistency and fairness throughout all assessment delivery processes.
- h. Ensure and maintain an environment of high expectation and engagement, inspiring the students to achieve the best possible outcomes.
- i. Ensure completion of student ILP's, in setting long term goals and short-term targets
- j. Positively seek out benchmarks and other measures of success and actively work towards and if possible, exceed individual achievement objectives and success measures
- k. Be responsible for moderation and verification at key times throughout the year
- l. Complete administration associated with the role, accurately maintaining relevant tracking documentation and provide reports as required.
- m. Ensure student information is captured correctly, at enrolment and throughout the year, including learning aims, achievement and changes to learner information including learner withdrawal, transfer and programme completion.
- n. Participate in the annual self-assessment process and ensure quality improvement plans are implemented.
- o. Be active in the marketing and promotion of provision including contributing to marketing materials and attending promotional events.

Safeguarding and Welfare

- p. Ensure a learning environment in which students feel safe and supported and be accountable for own safety and that of colleagues/visitors to the workplace.
- q. Undertake relevant health and safety on students' environments.
- r. Be responsible for ensuring that the activities under your control are conducted in accordance with the Safeguarding and Health and Safety requirements of the PIB's current policies and procedures.
- s. Ensure you promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with.

Continuous Professional Development (CPD)

- t. Undertake CPD in line with Partners in Bristol policy and competency framework.
- u. Reflect critically on own teaching practice, materials and strategies used and how your performance can be improved.
- v. Actively contribute to your annual performance review/appraisal and the continuous improvement of yourself and others in your team.

Other

- w. Ensure you apply and understand the policies and working practices of Partners in Bristol.
- x. Take responsibility in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions.
- y. Ensure personal conduct complies with the requirements of the financial regulations.
- z. Undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility at your initial place of work or at another of the Partners in Bristol sites.

Generic Responsibilities

- To represent and promote Partners in Bristol brand values internally and externally; acting as an ambassador for business development on behalf of the Partners in Bristol.
- Promote Partners in Bristol student first ethos by supporting at Partners in Bristol open events to provide a quality experience for perspective students
- Promote Partners in Bristol student first ethos, ensuring that the student experience is uppermost in policy and decision making.
- To actively promote and act, at all times, in accordance with Partners in Bristol policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed Partners in Bristol values
- To engage in implementing changes, promoting innovation
- To participate in the Partners in Bristol Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the Partners in Bristol quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Key Relationships

All posts within the Partners in Bristol require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

(KEY RELATIONSHIP)	(DETAILS)
<ul style="list-style-type: none">Employers and stakeholders who work in partnership with Partners in Bristol	Maintain regular contact to inform the IAG team of the students' progress and participation in their course. To develop the relationship so that employers choose Partners in Bristol as their primary place to send employees for training
<ul style="list-style-type: none">Lecturers and support staff	Share good working practices with peers. Discuss learner's progress with teachers as part of review cycle. Discuss and arrange additional learning support through support services within PIB.
<ul style="list-style-type: none">Area Lead	Participate in team and 1:1 meetings. Developing engaging resources that supports retention and growth.

Values

To role model the Partners in Bristol values of: integrity, respect, ambition and pride

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the region; collaborative and continually improving.

Partners in Bristol is committed to safeguarding children and vulnerable adults. All new employees to the College are required to complete and obtain an enhanced DBS disclosure.

Further information will be sent to all prospective staff as part of the application process

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Level 2 Maths & English qualifications	✓		AF/Cert
The applicant should hold a recognised assessor qualification (D32, D33, A1, TAQA Level 3) or willingness to work towards a recognised assessor qualification specified by Partners in Bristol within a reasonable time scale.	✓		AF/Cert
NEBOSH qualification	✓		AF/Cert
IOSH Qualification	✓		AF/Cert
IQA qualification		✓	AF/Cert
Level 3 Vocational qualification		✓	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Ability to write brief objective reports to encourage individual development.	✓		AF/IV
Knowledge of awarding bodies qualifications, schemes and their assessment requirements e.g. City & Guilds		✓	AF/IV
Experience in training or teaching within an organisation,		✓	AF/IV
SKILLS AND ABILITIES			
Good presentation skills	✓		AF/IV
Strong communication skills	✓		AF/IV
IT literate. Must be able to demonstrate confident and efficient use of Word, Excel, e mail and Microsoft Teams	✓		AF/IV
Able to deliver courses using e-Learning technology or willingness to develop	✓		AF/IV
Ability to communicate about individual performance, both verbally and in writing.	✓		AF/IV
Input into individual development plans and action plans.	✓		AF/IV
Work effectively in a team	✓		AF/IV
Able to plan own work and achieve deadlines, involving good time management skills	✓		AF/IV
Able to work on own initiative	✓		AF/IV
Access to a car and able to work flexibly to meet the demands of the job role.	✓		AF/IV

***Assessment method:**

AF = Assessed via application form
AT = Assessed via test/work-related task
interview

IV = Assessed via interview
Cert = Certificate checked at