

**Job Description**

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| Job Title: | Tutor |
| Reporting to: | Sector Team Leader |
| Responsible for: | N/A |
| Grade: |  |

**Purpose of role:**

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| To develop and deliver accredited courses and standards to meet the needs and interests of learners and the community.  To ensure and provide a highly effective learning experience for each learner by supporting learners to reach their individual potential. |

**Main Duties:**

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| Prepare and deliver learning:   * Plan learning effectively * Promote the effective use of individual learning records * Teach classes; provide support as appropriate, produce resources * Promote and use technology to improve outcomes for learners * Support the development of Maths and English * Review individual progress and revise course planning accordingly * Meet minimum standards for retention, achievement and success * Effective use of initial and diagnostics in planning and teaching   Provide effective differentiated learning experiences which enable learners to meet their goals within an inclusive environment that supports all individuals.  Provide general advice and information with reference to:   * Pre-course information including specification of course entry criteria * Learner induction * Progression opportunities and employability options   Provide constructive written and verbal feedback:   * Assess learners’ work and progress in a timely way * Set, mark, correct and assess learners’ work in a timely way * Review and evaluate lessons and courses * Facilitate the learners’ evaluation of progress, lessons and courses   Ensure Awarding Body requirements are adhered to:   * Take part in standardisation and moderation processes and EQA visits * Ensure robust assessment against national standards * Undertake the role of IAQ as required or exam invigilator   Be accountable for learner performance; timely success rates, achievement and retention. Working with the Sector Team Leader on strategies to improve rates.  Attend meetings as required (curriculum inset days, whole organisational meetings, 1to1s etc).  Assess, monitor and record learners’ progress – using Individual Learning Plans and record achievement.  Undertake mandatory Continuing Professional Development including regular graded observations of Teaching, Learning and Assessment. Participate actively in any individual improvement record and achievement of performance targets.  Ensure accurate and up to date record keeping including:   * Registers * Individual Learning Plans and other key information (relating to retention, achievement and completion) * Monitor and manage absence   Actively support and contribute to:   * Curriculum development and research * Course promotion * The Self-Assessment process * The resolution of complaints * Team meetings * Line management meetings   Comply with:   * Health & Safety procedures * Safeguarding requirements * Equality & Diversity requirements * SS&L Code of Conduct and other requirements * Funding and Awarding Body rules   Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the Company |

**Mandatory Duties:**

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| * Commitment to promoting Equal Opportunities * Commitment to the safeguarding and welfare of SS&L learners and staff |

**Person Specification**

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| 1. Key Competencies | |
| * Knowledge of and a commitment to the use of technology in the context of supporting learning * Competent user of ICT; Outlook, Word, Excel etc. * Subject knowledge as appropriate to the level of course to be taught * Effective use of initial and diagnostic assessments * An understanding of the principles of equal opportunities and a commitment to anti-discriminatory practice * A commitment to the promotion of Equality & Diversity and Safeguarding within the classroom – adhering and implementing the SS&L policies * Commitment to continuous improvement and high quality for our learners/users * A commitment to continuing personal development and professional and subject specialist updating * Flexible to respond to business needs | |
| 2. Work Experience | |
| Essential | Desirable |
| * Delivery of teaching and learning * Understanding of apprenticeships | * FE experience * Teaching adults |

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| 3. Qualifications & Skills | |
| Essential | Desirable |
| * Sound general level of education * 4 or higher maths or English qualification * Cert Ed/PGCE or equivalent | * Level 2 or higher digital skills/IT qualification * Level 4 or higher Business |
| 4. Personal Qualities and Other | |
| Essential | Desirable |
| * Ability to work in a team * Good communication and presentation skills * Ability to work with learners in groups and as individuals * Ability to plan and review lessons to improve outcomes for students * Excellent interpersonal and communication skills * Enthusiastic and positive * Have your own car with business use included on your policy and be able to travel across Somerset |  |