# Job Title: AAT Tutor

**Location: Newcastle**

**Responsible to: Regional Manager**

**Purpose of Job**

The Tutor is responsible for a caseload of learners participating in the AAT qualification. Tutors contribute to the design and delivery of learning programmes and assessments, to enable participants to successfully achieve their AAT qualifications – this could include Apprenticeship New Standards and End Point Assessment. Tutors liaise closely with Employer Liaison Advisors (ELA) and have a key role in developing learners to achieve their learning goals and inspiring them to overcome barriers.

**Key Tasks**

* To develop, manage and maintain good relationships with external partners, local employers and appropriate agencies to recruit learners.
* To plan, conduct and participate in induction and initial assessment of learners to identify realistic learning priorities and, in liaison with the ELA, develop individual learning plans and agree realistic completion targets.
* To provide information, advice and guidance to learners and employers to promote learning and timely achievement of the agreed learning aims and SMART objectives.
* Plan and carry out the teaching and learning against the agreed learning objectives and qualification standards to ensure the end target date is achieved. This may include the assessment of underpinning knowledge and the delivery and assessment of Functional Skills / Technical Qualifications and the assessment of competencies with the apprentice programme. Teaching and learning is delivered in the classroom.
* To work in a team to plan and deliver a structured scheme of work and develop lesson plans that meet the learning needs of learners and relevant qualification standards. Support the continued evaluation of learning needs and objectives, through regular review and attendance as required at best practice groups.
* To comply with the contractual standards with emphasis on recruiting participants, managing retention and achievements.
* To establish a purposeful learning environment, where learners feel safe, secure, confident and valued.
* Ensure effective classroom management of learners e.g. regular attendance by learners; order and discipline maintained during tutor led sessions.
* To meet targets, whether they are locally or contractually agreed and support the organisation in the delivery of its’ corporate strategy and annual business plan.
* In consultation with the ELA, monitor and review learners’ progress in the work place to ensure the achievement of qualification standards.
* To contribute to the performance management of the programme, monitoring key performance indicators, such as learner numbers, attendance, timeliness of achievement etc.
* To participate in the continuous improvement cycle through programme and self-assessment reviews, attendance at staff meetings, working groups, development projects and activities related to the Common Inspection Framework.

**Equality and Diversity**

In addition to your responsibilities outlined in the NSG Dignity At Work Policy, you should also:

* Keep up to date with equality issues, as they relate to your role
* Promote positive attitudes to diversity through your training and assessment practice
* Use methods that anticipate and respond to the diverse needs and motivators of all participants
* Deal with discrimination caused by others that affects participants and colleagues.

**Safeguarding, Wellbeing and Health and Safety**

NSG is committed to safeguarding and promoting the welfare and safety of young people and vulnerable adults and expects all staff to share this commitment.

During your employment you must comply with the NSG’s Health and Safety and Safeguarding Policies and Procedures.

During the course of your employment, you may become concerned about the wellbeing or safety of one of our participants. You must be clear on your duty to act appropriately and in accordance with the NSG Safeguarding Concerns procedures.

**Key Measurements**

Performance against Training’s Key Performance Indicator’s

* Maximum occupancy on training programmes
* Learner retention as per contractual requirements
* Achievement and progression rates as per contractual requirements
* Accurate and Timely completion of paper work (e.g. Learner Contact Reports, Reviews, Questionnaires, and SFA documentation)
* Minimum level of unfunded learners

**Key Requirements**

Qualifications

* AAT 2,3 and 4
* Functional Skills Maths, English and ICT (desirable).
* Specific occupationally relevant technical certificate.
* Teaching Qualification.

**Experience**

* Practical occupational experience as required by the relevant awarding bodies.
* Proven track record of consistently achieving performance targets.
* Proven track record of imparting skills and learning to others.

Skills

* Empathy with young people.
* Desire to assist learners achieve their career and learning aspirations.
* High level of self-motivation - ability to work on own initiative.
* Clear proactive approach to planning, organising, prioritising workload.
* Good problem solving / decision making skills.
* Well-developed interpersonal & communication skills.
* Strong customer service focus.
* Ability to achieve deadlines and targets.
* Ability to motivate others and influence work behaviours.

Other

* Must hold a current driving licence.
* Be able to work flexible hours and locations as required.

**Contract Arrangements**

Staff will be engaged under a Contract of Employment determined by Northern Skills Group, supported by Contract Guidelines. The following salient features will apply:

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| 1. | Contract type | Full-time, Permanent. |
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| 2. | Working week | 35 hours per week. |
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| 3. | Holiday | Colleagues are entitled to 25 days (FTE) annual leave plus statutory holidays. Annual leave is a service related entitlement, which will increase as below and come into effect from the 1st January following the anniversary date. (holiday year 1 January - 31 December)* 5 years’ service 26 days
* 10 years’ service 28 days
* 15 years’ service 30 days.
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| 4. | Period of Notice | Three months. |
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| 5.6.7. | Salary Life AssuranceHealthcare | From £20,000 to £30,000 per annum, based on qualifications and experience. Non-contributory Life Assurance Scheme. Non-contributory Healthcare Scheme. |
| 8. | Pension | Northern Skills Group operates a pension scheme through NEST.  Contribution rates match the government requirements for auto enrolment, with the potential to increase this to a matched contribution of 3% of pensionable salary.  |
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| 9. | Sickness | The Sickness Policy will apply and further information is available from the Human Resources Department on request. |
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| 10. | Probationary Period | 6 months. |

**Please note that all appointments are subject to a satisfactory Enhanced Disclosure and Barring Service check and receipt of two satisfactory references.**