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| Stockton-on-Tees Borough Council | JOB DESCRIPTION |
| **Directorate:****The Environment, Culture, Leisure and Events** | Service Area: Learning and Skills |
| **JOB TITLE: Tutor/Assessor** |
| **GRADE: H & I** |
| **REPORTING TO: Calum Macpherson**  |
| **1.** | **JOB SUMMARY:** To plan, teach and assess the Leadership and Management Apprenticeship programme at Levels 3 & 5. |
| **2.** | **MAIN RESPONSIBILITIES AND REQUIREMENTS** |
|  | 1 | Plan and deliver the Management Apprenticeship programme, working to deliver the Level 3 Team Lead and Level 5 Operational Manager Apprenticeship standards, alongside the CMI Management Diplomas. |
|  | 2 | Participating in curriculum development work including planning, development and evaluation of courses and preparation of learning materials. |
|  | 3 | Maintain and improve where necessary current quality standards and quality monitoring including risk assessment, student retention rates, examination results, achievement rates and student progress. |
|  | 4 | Working with Managers from SBC and external employers to ensure the course content is current and meets the needs of businesses in the local community. |
|  | 5 | Marking and assessing students’ work and participation in external awarding body requirements. (Including internal verification) |
|  | 6 | Provide detailed verbal and written feedback on lesson content, learner responses to learning activities and learner behaviour. |
|  | 7 | Motivate and progress learners learning by using clearly structured and innovative teaching and learning activities. |
|  | 8 | Monitor learner’s participation and progress and provide constructive feedback to learners in relation to their progress and achievement. |
|  | 9 | To support learners within work for on the job training. |
|  | 10 | Ability to work towards agreed targets. |
| **3.** | **GENERAL** |
| **Job Evaluation -** This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council. |
| **Other Duties -** The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. |
| **Workforce Culture and supporting behaviours and Code of Conduct –** The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.**Shaping a Brighter Future –** The post holder will embrace the Council’s “Shaping a Brighter Future” programme.**Personal Development** –As defined by the Council’s Culture Statement, all employees will take responsibility for their own development **Customer Services –** The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.**Policies and Procedures –** The post holder is required to adhere to all Council Policies and Procedures. |
| **Health and Safety –** The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.**Safeguarding –** All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.  |
|  | Name: | Signature: | Date |
| Job Description written by: (Manager) | Calum Macpherson | CIM | 21/05/2021 |
| Job Description agreed by: (Post holder) | ….................………… | ….................……… | …............... |

**Job Description dated 15/04/2021**



**PERSON SPECIFICATION**

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| Job Title/Grade | **Tutor/Assessor** | Grade H/I |
| Directorate / Service Area | **The Environment, Culture, Leisure and Events** | Learning and Skills |
| Post Ref:  |  |

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|  | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| Qualifications  | * Teaching qualification (DTLLS, Cert Ed or PGCE FE or willing to work towards)
* D32 / 33, A1 /A2 or Level 3 Certificate in Assessing Vocational Achievement
* Literacy Level 2 and Numeracy Level 2 or equivalent
* Evidence of continued professional development
* Experience of using ICT with learners
 |  | Application form |
| Experience | * At least two years’ teaching in subject area
* Significant management experience within own employment history
* Ability to raise learner aspiration and attainment
* Understanding and experience of the learning support needs of learners with learning difficulty, disability and mental health difficulties and factors which affect their success.
 |  | Application / Interview |
| Knowledge & Skills | * Excellent communication and presentation skills.
* Competence and confidence in the use of IT.
* Ability to embed English and maths in to programme of work
 | * Knowledge of Skills for Life agenda
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| Specific behaviours relevant to the post | * Demonstrate the Council’s Behaviours which underpin the Culture Statement.
* Record keeping skills e.g. Learning Plans, Attendance Registers
* Self-motivated
* Proven effective people skills
* Adaptability/flexibility
* Commitment to continuous improvement
 |  | Application / Interview |
| Other requirements | * Due to the role requiring frequent travel between venues across the borough, a full driving licence and access to a motor vehicle is required for this role.
* Willingness to work flexibly including some evening/weekend work
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**Person Specification dated 17/03/2021**