

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b>  <b>The Environment, Culture, Leisure and Events</b>		<b>Service Area:</b>  <b>Learning and Skills</b>
<b>JOB TITLE: Management Apprenticeship Tutor and Assessor</b>		
<b>GRADE: H &amp; I</b>		
<b>REPORTING TO: Calum Macpherson</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>	
	Tutor/Assessor responsible for planning, teaching and assessing the Leadership and Management apprenticeship programme at Level 5	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1	Plan and deliver our successful 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	Work effectively with employers and learners to ensure that Apprenticeships are successfully completed by their planned achievement date
	4	Work 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 and external verification
	6	Provide detailed verbal and written feedback on lesson content, learner responses to learning activities and learner behaviour
	7	Provide good quality, accurate information and data on learner recruitment, retention, progress and achievement.
	8	Monitor learner's participation and progress and provide constructive feedback to learners in relation to their progress and achievement
	9	Ability to work towards agreed targets, specifically around engagement and timely completion
	10	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
	11	This job description outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and activities. The post holder will be expected to undertake any duties which could reasonably be construed as being within the remit of the post and which arise out of changes in legislation, regulation,

		orders, rules and working practices, methods and procedures and reviews, as directed from time to time.
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**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	16/07/2021
Job Description agreed by: (Post holder)	.....	.....	.....



## PERSON SPECIFICATION

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

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>• Previous experience of assessing learners on apprenticeships in Business Skills programmes</li> <li>• Relevant Teaching qualification (DTLLS, Cert Ed or PGCE FE)</li> <li>• D32 / 33, A1 /A2 or Level 3 Certificate in Assessing Vocational Achievement</li> <li>• Literacy Level 2 and Numeracy Level 2 or equivalent</li> <li>• Business and Administration skills including Digital skills</li> </ul>		Application form

<p>Knowledge &amp; Skills</p>	<ul style="list-style-type: none"> <li>• Excellent communication and presentation skills.</li> <li>• Good knowledge of Government funded Apprenticeship programmes</li> <li>• Excellent knowledge of business requirements, processes and methodologies</li> <li>• Excellent communication skills</li> <li>• Ability to identify individual learner needs</li> <li>• Ability to provide feedback in a way that motivates individual learners</li> <li>• Ability to prioritise tasks and organise self to achieve goals and targets</li> <li>• Proactivity and use of initiative</li> <li>• Effective pedagogical approach to learning</li> <li>• Excellent customer service skills and the ability to build upon relationships</li> </ul>		<p>Application / Interview</p>
<p>Specific behaviours relevant to the post</p>	<ul style="list-style-type: none"> <li>• Ability to demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>• Adaptability/flexibility</li> <li>• Commitment to continuous improvement</li> </ul>		<p>Application / Interview</p>

	<ul style="list-style-type: none"><li>• Working at all times lawfully and in accordance with our pre-defined regulatory, compliance and financial requirements e.g. GDPR, Code of Conduct and Health and Safety</li></ul>		
Other requirements	<ul style="list-style-type: none"><li>• 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.</li><li>• Willingness to work flexibly including some evening/weekend work</li></ul>		

**Person Specification dated**

**16/07/2021**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.