 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  Finance, Development and Regeneration		<b>Service Area:</b>  Learning and Skills Service	
<b>JOB TITLE:</b>		Trainee Tutor	
<b>GRADE:</b>		C (Subject to career progression in Year 2)	
<b>REPORTING TO:</b>		Apprenticeship Coordinator/ Skills Coordinator/ Community Learning Coordinator	
<b>APPRENTICESHIP QUALIFICATION:</b> Learning and Skills Teacher – Level 5			
<b>Duration:</b> Fixed Term Up to 21 Months			
1.	<b>JOB SUMMARY:</b> With support and supervision, assist in the delivery, planning, development, evaluation and assessment of a range of post 16 adult education courses (accredited and non-accredited) and apprenticeships, designed to inspire learners to engage, progress and achieve their full potential through an offer of outstanding teaching which is current, comprehensive and challenging.  Work towards completion of the above Apprenticeship whilst obtaining essential skills and gaining relevant on the job work experience.		
2.	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1	Promote a passion for learning and set high expectations for all, at the start of the learning journey. You will develop your skills to carry out initial assessments of learners skills, interests and aptitudes to devise individual learning plans.	
	2	Under supervision, progress to delivering classroom teaching, tutorials, workplace observation and assessment or project work, considering the needs of individual learners and support them to achieve their goals This can be one to one and group training.	
	3	Learn, demonstrate, maintain, and evidence excellent pedagogy, subject, curriculum and industry knowledge and practice.	
	4	Participate in curriculum development to <ul style="list-style-type: none"><li>• plan provision</li><li>• evaluate qualitative and quantitative evidence</li><li>• keep pace with sector, subject and technological changes</li><li>• liaise with internal and external partners to establish and develop courses specific to requirements</li><li>• listen to learner and employer voice</li><li>• using these sources to shape the curriculum offer.</li></ul>	
	5	With support, prepare schemes of work, lesson plans and associated materials considering the needs of individual learners, the need to promote English and maths across every curriculum area, and the promotion of safety, health, equality, diversity, safeguarding and sustainability.	

	6	Contribute to the development of resources and learning materials for courses.
	7	Develop the skills needed to assess learning through a range of techniques; provide developmental and constructive feedback maintaining a focus on supporting learners to achieve meaningful outcomes that aid progression to higher learning and work; implement the correct assessment procedures for formative and summative assessment and where appropriate, review learner's progress with employers; assist in preparing learners for examination or assessment where relevant.
	8	Support learners with their next steps by providing appropriate information, advice, and guidance for their progression into learning and work.
	9	Follow and maintain appropriate quality standards and quality monitoring including risk assessment, learner attendance and retention rates, progress and reviews, examination results (if appropriate), achievement rates and learner progression.
	10	Support in the marketing of activities, including preparation of promotional materials and participation in marketing events to contribute to learner recruitment and selection and provide advice on suitability of courses for individuals.
	11	Work in a manner that values diversity, and actively promotes equality of opportunity and inclusion by responding to the needs of all learners and where directed, act as a personal tutor, learning support or pastoral support to nominated individuals or groups of learners to support their inclusion.
	11	Model professional relationships with learners, colleagues and stakeholders that support the highest quality education and training – including participation in team meetings, relevant to the course, or service; staff development activities, including appraisal and in-service training;
	12	Work within professional boundaries, legal and ethical standards to set clear expectations for engaging in learning for all learners.
	13	Undertake relevant roles and duties and model sustainable practices, having regard to professional standards, demonstrating resilience and adaptability when dealing with challenge and change.
	14	Demonstrate the ability to work towards agreed targets and support data collection to evidence learning and outcomes.
	15	Ensure the maintenance of safe working practices and environments for all staff and learners in accordance with policies. Be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Be committed to equality and diversity in accordance with policies.

### 3. GENERAL

**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)	Caroline Purves and Hayley Moutrey		
Job Description agreed by: (Post holder)			

**Job Description dated**

**May 2023**


## PERSON SPECIFICATION

<b>Job Title</b>	Trainee Tutor	
<b>Directorate / Service Area</b>	Finance, Development and Regeneration	Learning and Skills Service

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<p>A minimum NVQ Level 3 (or equivalent) professional, vocational or graduate qualification in the field to be taught.</p> <p>Vocational qualifications or CPD must demonstrate relevant and up-to-date knowledge of the subject area</p> <p>5 GCSEs (or equivalent Level 2 qualifications) at Grade C / 4 / Level 2 pass or above, including English and Maths</p>	<p>Evidence of professional development and/or CPD</p>	<p>Application form</p>
Experience	<p>Experience of working with and supporting people</p> <p>Practical experience of working in subject to be taught e.g. Health must demonstrate experience in working in a health, care, or social work setting</p> <p>Experience of collaborative working within a team</p> <p>Experience of using Digital Technologies</p>	<p>Transferable experience from a range of settings e.g. Coaching / mentoring skills to raise aspiration and attainment</p> <p>Informal training or instruction of others</p> <p>Community engagement</p> <p>Working in caring or support roles to help others e.g. those experiencing forms of disadvantage which affect their success and / or progress in life</p>	<p>Application / Interview</p>

Knowledge & Skills	<p>Excellent communication and presentation skills</p> <p>ICT Skills</p> <p>Record keeping skills</p> <p>Proven effective people skills</p>	<p>Organisation skills</p> <p>Problem solving skills</p>	Application / Interview
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement</p> <p>Non-judgmental</p> <p>Self-motivating</p> <p>Adaptability/flexibility</p> <p>Commitment to continuous improvement</p> <p>High personal standards and self-discipline</p>	<p>Creative</p> <p>Innovative</p> <p>Attention to detail</p>	Application / Interview
Other requirements	<p>Enhanced DBS Check required</p> <p>Willingness to work flexibly including some evening/weekend work</p>	<p>Ability to travel to different venues across the Borough</p>	Application / Interview

**Person Specification dated            May 2023**

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>Directorate:</b> Finance, Development and Regeneration	<b>Service Area:</b> Learning and Skills Service
<b>JOB TITLE:</b> Trainee Tutor	
<b>JOB LOCATION / BUILDING:</b> Various Learning Centre's throughout borough	
<b>REPORTING TO:</b> TBC	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
<b>Noise:</b> Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		N
<b>Vibration:</b> Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s <sup>2</sup> A(8) 9		N
<b>Respiratory:</b> Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex.  (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		N

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
<b>HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers:</b> Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		N
<b>Asbestos:</b> Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> <li>○ Work which removes, repairs, or disturbs asbestos</li> <li>○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment)</li> <li>○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)</li> </ul>		N

Known Risk	Yes	No
<b>Lead:</b> Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> <li>○ Inhaled, e.g., lead dust, fume or vapour.</li> <li>○ Ingested, e.g., lead powder, dust, paint or paste; or</li> <li>○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate.</li> </ul> The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		<b>N</b>
<b>Confined Spaces - Safety Critical:</b> Employee will be required to work in a <b>confined space</b> where specialist equipment or breathing apparatus is needed.		<b>N</b>
<b>Working at Heights - Safety Critical:</b> Employee will be required to work <b>at a height</b> .		<b>N</b>
<b>Blood-borne viruses:</b> Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		<b>N</b>

Other Known Risks		
Known Risk	Yes	No
<b>Council Vehicles or transport that does not require a Group 2 licence:</b> Employee will be required to <b>drive a Council vehicle</b> or <b>regularly transport</b> service users/clients/pupils in their own vehicle as part of normal duties.		<b>N</b>
<b>Food Handlers:</b> Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		<b>N</b>
<b>Night Workers:</b> Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		<b>N</b>
<b>Lone Working (including Home Working):</b> Employee will be required to work alone.	<b>Y</b>	
<b>DSE Users:</b> Employee will be required to use Display Screen Equipment (DSE) <b><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></b>	<b>Y</b>	
<b>Any Other:</b> Please identify any other known risks associated with this job role.		<b>N</b>

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**