 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Finance, Development and Regeneration		Service Area: Learning and Skills Service	
JOB TITLE: Tutor / Assessor			
GRADE: I & H			
REPORTING TO: Apprenticeship Coordinator			
1.	JOB SUMMARY: To teach, guide and assess individuals performance to ensure the development of the knowledge, skills and behaviours required of apprenticeship standards and supporting qualifications		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		GRADE
1.	Delivering all forms of pedagogic work including classroom teaching, tutorials or project work to enable apprentices to learn new skills and knowledge		I
2.	Assess apprentice progress in attaining the knowledge, skills and behaviours of the apprenticeship standard such as through work place observations and assessments of apprentice practice		H
3.	Assess, guide and subsequently enable all apprentices to achieve the requirements of the apprenticeship standard and nationally recognised qualifications where appropriate		H
4.	Participating in curriculum development work including planning, development of training plans, preparation of learning materials and evaluation of programmes.		I
5.	Maintaining appropriate quality standards and quality monitoring including risk assessment, retention rates, examination results if appropriate, achievement rates and progression.		I
6.	Marketing activities, including preparation of promotional materials and participation in marketing events.		I
7.	At all times have the apprentice interests as a priority and plan support according to individual needs.		I
8.	Liaise with relevant staff such as vocational subject tutors to ensure the fulfilment of all aspects of the apprenticeship standard		H
9.	Verify assessment practice, mark and assess learner work and participate in external awarding body requirements including internal verification (where appropriate).		I
10.	Participate in team meetings, relevant to the course, or service.		I
11.	Participate in staff development activities, including appraisal and in-service training.		I

12.	Liaise with internal and external partners to establish and develop courses specific to requirements	I
13.	Provide detailed verbal and written feedback on lesson content, learner responses to learning activities and learner behaviour.	I
14.	Motivate and progress learning by using clearly structured and innovative teaching and learning activities.	I
15.	Promote and support the inclusion of all learners, including those with specific needs and ensure support plans enable learners to achieve their learning objectives	I
16.	Monitor learner's participation and progress including the use of e-portfolios and provide constructive feedback to learners in relation to their progress and achievement.	I
17.	To support learners within work for on the job training to fulfil the requirements of the apprenticeship and work closely with line managers to ensure employer needs are met.	H
18.	Manage caseloads and work towards agreed targets.	I

***The majority of working time will be spent completing the Assessor responsibilities paid at Grade H.**

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.



PERSON SPECIFICATION


Job Title/Grade	Tutor / Assessor	
Directorate / Service Area	Finance, Development and Regeneration	Learning and Skills Service

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Teaching qualification (DTLLS, Cert Ed or PGCE FE, TESOL, CELTA) • D32 / 33, A1 /A2 or Level 3 Certificate in Assessing Vocational Achievement • Level 2 English and maths or equivalent • Evidence of continued professional development • Experience of using ICT with learners 		Application form
Experience	<ul style="list-style-type: none"> • Previous teaching experience • Demonstrable occupational experience in chosen subject area 	<ul style="list-style-type: none"> • Coaching/mentoring skills to raise learner aspiration and attainment • Understanding and experience of the learning support needs of those with learning difficulties, disability and mental health issues and factors which affect their success. 	Application / Interview

<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> • Excellent communication and presentation skills. • Competence and confidence in the use of IT. 	<ul style="list-style-type: none"> • Knowledge of Skills for Life agenda. 	<p>Application / Interview</p>
<p>Specific behaviours relevant to the post</p>	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Record keeping skills • Self-motivating • Proven effective people skills • Adaptability/flexibility • Commitment to continuous improvement • High personal standards and self-discipline 		<p>Application / Interview</p>
<p>Other requirements</p>	<ul style="list-style-type: none"> • Willingness to work flexibly including some evening/weekend work 	<ul style="list-style-type: none"> • Ability to travel to different venues across the Borough 	<p>Application / Interview</p>

Person Specification dated

Dec 2022

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Finance, Development and Regeneration	SERVICE AREA: Learning and Skills Service
JOB TITLE: Tutor Assessor	
GRADE: H and I	
REPORTING TO: Apprenticeship Coordinator	

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
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		✓
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		✓
Respiratory: 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)		✓

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

Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		✓
Working at Heights - Safety Critical: Employee will be required to work at a height .		✓
Blood-borne viruses: 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.		✓

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

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

Signature of Manager: Craig Taylor

Date: 14/08/23

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk

