

## JOB DESCRIPTION

<b>TITLE</b>	BTEC & Essential Skills Tutor
<b>LOCATION</b>	Peripatetic Post
<b>RESPONSIBLE TO</b>	Curriculum Manager

### OVERALL PURPOSE OF THE JOB

Delivery and assessment of BTEC qualifications. Development of an innovative curriculum and resources to meet the needs of the learners. Work closely with line manager and colleagues on curriculum development, learner need, course promotion and recruitment. Source work placements. In conjunction with managers identify and implement systems to ensure continuous quality improvements as defined by the Ofsted Inspectorate as good to outstanding provision. Work with learners engaged across a range of programmes including initial assessment activities, enrichment activities, which will include delivery of work skills, employability skills, life skills, personal and social development, British Values and wider key skills. Engage and encourage learners to identify opportunities and benefits of life-long learning. Support, coach and mentor through an innovative and interactive programme of activities designed to motivate and engage learners. Support learners to overcome personal and social barriers that prevent access to education and employment. Advise and support young people to gain work place opportunities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Deliver and assess BTEC qualifications
- Identify valid, authentic, reliable, current and sufficient evidence to match the standards of the qualification and judge evidence against national standards to identify the learner's competence within the learner's workplace
- Maintain up-to-date knowledge of skill areas in terms of legislation, regulations and standards to ensure training delivery is current, relevant and valid
- Submit the learner's evidence and or portfolios to the Internal Verifier for formative and summative internal verification, as directed
- Plan and deliver innovative training sessions to engage and motivate learners
- Motivate and support learners to address barriers, both social and educational, and aid young people to identify areas for development
- Provide support to individuals to engage in learning and work taster opportunities
- Deliver enrichment activities, work skills, employability skills, life skills, personal and social development, British Values, wider key skills and initial assessment activities
- Deliver personal & social development qualifications supporting progression routes for young people
- Attend and contribute to monthly team and standardisation meetings
- Develop the curriculum to meet learner needs, encouraging active participation by ensuring appropriate methods and resources are used within teaching sessions developing resources, lesson plans and schemes of work

- Source work placements and monitor progress within the work environment
- Set assignments and work to progress the individual, monitoring, and reviewing these targets against their agreed learning plan
- Prepare lesson plans, schemes of work, developing the curriculum offer, working with small groups and working on a one to one basis
- Liaise with external agencies and advisors to address the individual's needs, providing opportunities for guest speakers to encourage young people
- Develop and use interactive resources and innovation to engage, stimulate, motivate and challenge individuals to meet their agreed vocational targets
- Monitor attendance of learners liaising with other personnel where applicable
- Maintain documentation relevant to the progress of the individual ensuring reviews and learning plan accurately reflect learner targets, progression and achievement
- Ensure contractual compliance of outcomes to meet the agreed targets, maintaining records including statistics as required by line and senior managers
- Participate and engage in team, standardisation and curriculum meetings
- Provide support and take appropriate action to ensure learner retention and achievement
- Maintain confidentiality at all times and ensure that company information is not disclosed to third parties
- In conjunction with the senior managers identify and implement systems to ensure continuous quality improvements as defined by the Ofsted Inspectorate as good to outstanding provision
- Actively promote the organisation's equality and diversity policy and observe the standard conduct which prevents discrimination taking place
- Ensure full compliance with health and safety legislation and the organisation's health & safety policy and procedures ensuring a safe environment for learners internally and with employers. (When qualified) pre-vet work placements
- Ensure full compliance with the organisation's safeguarding of learners policy, practices and procedures. To include compliance with the legal requirements under DBS legislation
- Ensure full compliance with the preventing radicalisation & extremism policy and procedures ensuring a safe environment for learners
- Be responsible for own self-development on a continuous basis, including undertaking and participating in staff development and training as appropriate
- Comply with and follow Morthyng's policies and procedures in force and with terms and conditions of employment within the signed contract of employment
- Undertake ad hoc duties as may be required by senior management commensurate with the grade of the position held

## PERSON SPECIFICATION

BTEC & Essential Skills Tutor	Method and Stage of Assessment	Weighting
	Short listing	S Low 1
	Application Form	AF Medium 2
	Interview	I High 3
	Certificates	C
	Reference	R
<b>SKILLS AND ABILITIES</b>		
<b>Essential</b>		
Ability to deliver BTEC qualifications	S; I; AF; R	3
Ability to plan and deliver innovative training sessions	S; I; AF; R	2
Computer literate	S; I; AF; R	2
Good presentation, organisational, planning and time management skills	S; I; AF; R	3
<b>Desirable</b>		
Ability to use new technologies to support enhanced teaching and learning	S; I; AF	2
<b>EXPERIENCE AND KNOWLEDGE</b>		
<b>Essential</b>		
Strong command of subject matter with recent experience in occupational area	S; I; AF; R	3
Management of a case load of learners with a proven track record of learner achievement to meet a quality framework	S; I; AF; R	1
Experience of e-learning to engage learners	S; I; AF	1
Experience and related knowledge of teaching young people aged 16-19.	S; I; AF; R	3
Experience of designing and developing resources to promote active learning opportunities.	S; I; AF; R	2
Knowledge of preparing lesson plans, scheme of work, developing the curriculum offer.	S; I; AF; R	2
<b>Desirable</b>		
Sourcing of employers and pre-vetting of employer placements	S; I; AF; C	1
<b>QUALIFICATION SPECIFICATION</b>		
<b>Essential</b>		
Teaching qualification	S; I; AF; C	1
Vocational qualification at level 3 or proven experience	S; I; AF; C	3
Demonstrable and proven track record of professional development	S; I; AF; C	2
English & Mathematics Level 2 or above	S; I; AF; C	3
<b>Desirable</b>		
CertEd, PGCE or equivalent teaching qualification	S; I; AF; C	1
Internal verifier qualification	S; I; AF; C	1
Assessor qualification	S; I; AF; C	1

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<b>PERSONAL ATTRIBUTES</b>		
<b>Essential</b>		
Student centred in approach to teaching and learning	S; I; AF	3
Creativity, enthusiasm and interest in the subject	S; I; AF; R	3
Flexibility, adaptability and a willingness to embrace change	S; I; AF; R	3
Keen to develop independent learning and e-learning opportunities for learners	S; I; AF	2
Able to work as part of a team	S; I; AF; R	3
Prepared to work under own initiative and to deadlines	S; I; AF; R	3
High level of written and oral communication skills	S; I; AF; R	3
Professional presentation with an ability to liaise with internal and external contacts at all levels	S; I; AF; R	3
Conscientious, honest and reliable	I; R	3
<b>Desirable</b>		
Cheerful disposition	I; R	3
Driving licence	S; I; AF	1
No serious health problems that are likely to impact upon job performance; (that is, one that cannot be accommodated by reasonable adjustments)	S; AF; R	1
Good sickness and attendance record in current/previous employment; not including absences resulting from disability	AF; R	2

**NB**

If the applicant is short listed, any relevant issues arising from references will be addressed at interview. If, at the time of the interview, references are not available, due to late receipt or not obtained in accordance with the applicant's request, any issues relating to references will be raised with the applicant at a later date as appropriate; but prior to appointment.

Original certificates must be available for verification at the interview stage.