

Job Description

Job Title: Tutor – Manufacturing

Reports to: Centre Manager

Salary: £24-£26K pa (depending on qualifications and experience)

Division:

Location: Based in North East with regular travel required throughout the division. Travel will also be required nationally on an adhoc basis.

Hours: 37.5 per week

Summary of Role:

To effectively plan & manage delivery of programme including lesson plans and schemes of work. Ensure safeguarding of the learners at all stages of their learning journey. Embedding equality, diversity and inclusion.

Achieve and maintain a Grade 2 or above on all observations of teaching and learning.

Use of functional skills throughout the programme as highlighted within the SOW and lesson plans.

Responsible for communicating materials and equipment required for each programme delivered and also to keep a stock take of all materials for the programme responsible for delivering.

Working with the Centre Manager to prioritise workloads to meet targets and ensure the quality of delivery.

Ensuring Health & Safety by completing up to date Risk Assessments on all programmes and delivery areas.

Working to deliver high quality construction, building services engineering and renewable energy provision. The post holder will be engaging with a range of learners and businesses from commercial provision to apprenticeships.

Main Responsibilities and Duties:

1. To manage and develop your area of delivery, including lesson planning, assessing and marking of programmes.
2. Ensure you are work well within your team and use opportunities for updating and developing your vocational and professional competence. At the same time ensure your commitment to continuous professional development.

3. Ensure you meet the high standards of instruction and care for the learning experience and safeguarding of our learners
4. Maintain close liaison with the various referral agencies to ensure their requirements are met in order to sustain a regular stream of clients
5. To work closely with the Lead IV and the Centre Co-Ordinator to ensure program quality is maintained and any actions from External Verifier visits are carried out immediately, as appropriate.
6. To attend regular standardisation meetings to ensure active input into program/award standards, ensuring consistency in the assessment and verification process, as part of the awarding body requirements.
7. To work with Office Staff keeping central records and candidate tracking up to date and accurate, ensuring a clear audit trail.
8. To contribute towards continuous improvement working closely with the curriculum development team, feeding ideas to the Quality manager.
9. To attend and contribute to team meetings
10. To undertake additional duties as may be assigned as required.

Person Specification

Experience Required:-

Essential

- CTLLs or equivalent teaching qualification
- A1 qualification or equivalent
- Strong organisational skills, the ability to prioritise workload
- Full understanding of all products being delivered
- Ability to balance conflicting demands and tight deadlines
- Excellent report writing and presentation skills
- Effective communication skills
- Excellent accuracy and attention to detail
- Present self and the organisation professionally to build trust and commitment
- Active listener who encourages participation, solutions identification and ownership of decisions
- Coaches, supports and develops people and encourages the use of own initiative
- Excellent problem solving and decision making skills
- Monitors, evaluates and challenges performance
- Demonstrates enthusiasm, confidence and pride in others' abilities
- Compliance of H&S, Safeguarding and partner college policies & procedures
- Recognise and evaluate learner needs

Knowledge & occupational competencies in any of the following:

- Level 3 qualification in Manufacturing
- Internal Verifier Award
- Good knowledge and up to date methodology of relevant industry
- Minimum of three years industry experience

Desirable

- Good knowledge of National Industry Standards
- Level 4/5 Teaching qualification
- An ability to contribute to the development and delivery of curriculum strategies to meet the learning needs of low-attaining young people and adults

Please note: that if you are selected for appointment you will be required to apply to the Disclosure & Barring Service/Disclosure Scotland/Access Northern Ireland for a disclosure to verify this information. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an “unspent” conviction will not automatically bar you from employment but this will depend upon the circumstances and background to the offence(s).

Group Horizon is an Equal Opportunities employer and will not discriminate in any area of employment, or in the provision of its services to the public, and accepts its responsibilities to comply with all relevant legislation including the Sex Discrimination Acts 1975 and 1986, the Equal Pay Act 1970, the Race Relations Act 1976, the Disability Discrimination Act 1995, and the Rehabilitation of Offenders Act 1975.