

JOB TITLE:

Work Based Tutor – Cladding and Roofing (Construction)

ROLE OVERVIEW

Job Title: Work Based Tutor

Grade: Work Based Tutor

Contract Hours: up to 37 per week (1FTE)

Teaching Hours: Annual Maximum 865-1080

Contract: Permanent

Faculty: Construction and the Built Environment

Responsible to: Curriculum Area Manager

Functional Links with: Senior and College Leadership Teams, All staff in the Construction faculty

KEY ROLE OBJECTIVES

To provide an outstanding learner experience through teaching, training, reviewing and assessing learners, enabling timely achievement. Lead aspects of learning and pro-actively engage in quality assurance.

MAIN RESPONSIBILITIES:

1. Provide Teaching, Training, Learning and Assessment
2. Lead / co-ordinate Learning through frameworks/ standard(s) in the subject area.

1. Provide Teaching, Training, Learning and Assessment

- 1.1. Participate in the interviewing, enrolment/activation and induction of learners.
- 1.2. Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.
- 1.3. Prepare schemes of work, lesson assessment & IV plans.
- 1.4. Coordinate and prepare for EV visits, IQA and end point assessments.
- 1.5. Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required



- 1.6. Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 1.7. Contribute to the wider enrichment of learners and support students' pastoral needs.
- 1.8. Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.9. Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.10. Participate in appropriate quality assurance procedures.
- 1.11. Prepare learners for a range of accreditation and assessments.
- 1.12. Maintain accurate and detailed student records including the writing of reports and references.
- 1.13. Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.14. To track the progression of learners, including workplace reviews, to ensure timely achievement.
- 1.15. Provide specialist advice to learners and organisations regarding vocational and work-based qualifications, delivery and progression options.
- 1.16. Participate in open evenings, recruitment, trade events, conferences and other marketing events.

2. Lead / co-ordinate learning through framework / standard (s) in the subject area

- 2.1. Provide inspirational leadership of frameworks/ standard(s) within a subject/programme area.
- 2.2. To have full responsibility and be the key contact for bespoke delivery and leadership of frameworks / standard(s) within a subject / programme area.
- 2.3. Contribute to the formation and monitoring of frameworks / standard(s) and to write elements of the curriculum rationale.
- 2.4. Link with, inform and support other Lecturers within the framework / standard(s) areas.
- 2.5. Contribute proactively to the quality assurance and the quality improvement of the framework / standard(s), area and faculty self-assessment.
- 2.6. Contribute to the development of the framework / standard(s) subject/programme area, faculty and the College's strategic direction.
- 2.7. Working with employers and the Business Solutions Team around the development and delivery of bespoke courses.
- 2.8. Attend monitoring meetings with delivery Partners as necessary.

3. Additional duties

- 3.1. Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

- 3.2. Be responsible for safeguarding and promoting the welfare of learners.
- 3.3. Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 3.4. Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

MANDATORY DUTIES

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.
2. Commitment to equal opportunities.
3. Commitment to British Values and the Prevent Agenda.

ADDITIONAL DUTIES

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

This job description is current at the review date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Person Specification

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Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Experience of working within the construction industry/construction education (A/I)
- Experience of working within a team (A/I)
- Experience of using own initiative (A/I)

Desirable Criteria

- Knowledge of Health and Safety Risk assessments (A/I)
- Experience of working with young people (A/I)
- Experience of teaching (A/I)

Skills and Abilities

Essential Criteria:

- Ability to assist in the delivery in high quality practical lessons (I)
- Excellent knowledge of technologies and equipment related to relevant trade areas (A/I)
- Excellent, up to date knowledge of industry standards and trends within the area of construction (A/I)
- Able to supervise and demonstrate tasks confidently to lecturers and learners (I)
- Excellent organisational and administrative skills (I)
- Excellent communication skills (I)
- Able to work under pressure (A/I)
- Able to work independently using own initiative (A/I)
- Excellent time management skills (A/I)

Desirable Criteria

- Full driving licence and use of a car (A)

Personal Qualities

Essential Criteria:

- A commitment to embracing IT, and its implementation across the curriculum and within general practices (A/I)
- Confident, enthusiastic and motivated (I)
- Ability to work effectively in a team (A/I)
- Willing to share good practice (A/I)

- A commitment to continual professional development, with a willingness to undertake further training if necessary (A/I)

Desirable Criteria

- Good problem solving techniques (I)

Qualifications

Essential Criteria

- Relevant level 2 / 3 / 4 / 5 qualification or significant vocational experience (A/I)

Desirable Criteria

- Instructor / Teacher qualification (A)
- Assessing qualification (A)
- Health and Safety qualification (A)
- Specialist construction qualification (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)
- Commitment to British Values and the Prevent Agenda (I)

Reviewed: November 2024

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.