

## Role Profile

<b>Job Title:</b>	<b>Automotive Tutor/Assessor - MET Body Panel</b>
<b>Department:</b>	<b>Automotive</b>
<b>Responsible to:</b>	<b>Manager Education and Skills (FE &amp; HE and Automotive)</b>

### Main purpose of job:

This role is a multi-disciplined dual role which incorporates both apprenticeships and commercial delivery, with the purpose of delivering professional, innovative and inspirational training or learning which covers either the skills, knowledge and behaviours relevant to the occupational sector or through the delivery of the company's apprenticeship and commercial programmes whilst providing effective learner support.

### Main Duties:

- To design, develop and deliver creative, inclusive high quality learning programmes in accordance with awarding organisations specifications and standards, ensuring the effective evaluation of such programmes.
- To ensure the provision of a highly responsive customer service, based on a comprehensive understanding of the client's business needs, embracing both internal and external customers which is built on quality of service and strong customer relationships.
- To effectively manage the Quality Assurance process of qualifications in line with awarding organization specifications and standards in order to continually improve the learner journey.
- To deliver motivational and inspirational Training programs and assessment in a timely, cost effective manner, in line with specific business targets and quality assurance standards, adhering at all times to the company's safeguarding policy, health and safety policy and code of conduct as part of the organisations duty of care.
- To deliver innovative training programmes including the monitoring and continuous updating of learner records ensuring compliance with all relevant legislation and regulations in line with company requirements and providing information regarding learners progress, achievements and support as directed to inform performance.
- To effectively manage the learning process, ensuring the safety and well-being of learners, including the management of learner behavior to maximize their development opportunities.
- Support the development of a culture which embraces Health and Safety, Safeguarding, Equality and Diversity, and the company core values through challenging and continuous improvement.

## Where your future matters



- To ensure the safety and well-being of all learners in all work related and learning environments in accordance with the company's safeguarding policy, health and safety policy, equality and diversity policies and code of conduct as part of the organisations duty of care.
- To carry out regular risk assessments of the learning process and associated environments in accordance with the company's risk assessment policy and procedure, and accordingly implement any relevant control measures/action plans.
- To professionally liaise and work with all key stakeholders involved in the learning process to ensure full integration, support and promotion of the company's services.
- To be responsible for self-development including Continuous Professional Development and competence, incorporating both academic and professional training, in line with the Institute for Learning Code of Professional conduct and awarding body requirements.
- To be flexible within the job role to support the department programmes and requirements.
- To demonstrate knowledge and compliance with regards to GDPR and all associated Data Protection legislation. This includes having due regard for any personal data that you may come into contact with in your role which includes learners/ customers/ staff, especially when using portable or personal devices (laptops and mobile phones) or when working remotely, in order to keep data secure and confidential.
- To keep up to date with all GDPR and data protection policies and legislation and understand and report any data security breaches promptly to the appropriate persons
- To undertake any other duties comparable with the role as requested by a member of the leadership team.

## Where your future matters



## Person Specification

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**Department:** Automotive  
**Responsible to:** Manager Education and Skills (FE & HE and Automotive)

Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> <li>• Appropriate qualification to deliver on MET Body Panel programmes</li> <li>• Qualifications and /or experience in at least 2 disciplines, to meet awarding body compliance (or willing to work towards)</li> <li>• Robust knowledge of vocational occupational qualifications and curriculum including Functional Skills and behaviors associated with apprenticeships.</li> <li>• Accredited qualification minimum Level 2 in Literacy, Numeracy &amp; ICT.</li> <li>• Minimum of IOSH – Working Safely</li> <li>• Comprehensive knowledge of relevant vocational sectors.</li> <li>• Comprehensive knowledge of all Company Safeguarding, Health and Safety policies and procedures and their application.</li> <li>• Strong understanding of the Company’s performance and risk management policies and procedures and associated employment legislation.</li> <li>• Strong knowledge of Health &amp; Safety legislation and how to implement effective policy.</li> <li>• Strong knowledge of Equality &amp; Diversity and how to implement effective policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Possession of a professional qualification in accordance with occupational position held (e.g. an assessor/internal verifier’s award and vocational qualification – minimum level 3).</li> <li>• Advice and Guidance Qualification Level 3 or equivalent</li> <li>• Strong knowledge of quality assurance practice (assessment processes).</li> </ul>
Skills & Relevant Experience	<ul style="list-style-type: none"> <li>• Demonstrates highly effective planning and organisation skills.</li> <li>• Demonstrates strong communication skills at all levels when interacting with internal and external customers and stakeholders, giving impartial</li> </ul>	<ul style="list-style-type: none"> <li>• Significant experience of curriculum design, development and delivery within the relevant occupational sector.</li> <li>• Excellent and proven understanding of classroom</li> </ul>

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	<p>advice and guidance to support informed choice.</p> <ul style="list-style-type: none"> <li>• Demonstrates an inspired approach to coaching to ensure success in line with Company targets.</li> <li>• Demonstrates a financial awareness of the teams budgetary and volume targets.</li> <li>• High personal level of Literacy, Numeracy and ICT ability.</li> <li>• Strong organisation and administration skills in the handling and completion of all training programmes and associated documentation; on a timely and accurate basis to contractual requirements.</li> <li>• Strong ability to deliver to established targets and deadlines in accordance with departmental targets.</li> </ul>	<p>management strategies that aid the engagement of learners who are hard to reach.</p>
Behaviours	<ul style="list-style-type: none"> <li>• Demonstrates open, honest and supportive behaviours which are in alignment with the Company's Core Values.</li> <li>• Demonstrates strong positive customer focused behaviours which enable the development of strong customer relationships.</li> <li>• Demonstrates an ability to support continuous improvement by offering innovative ideas and solutions which benefit the assessment process.</li> <li>• Demonstrates patient and empathetic behaviours in the effective and professional engagement with candidates throughout the delivery and assessment process.</li> <li>• Demonstrates responsive and flexible behaviours in accordance with the needs of candidates and the learning process.</li> <li>• Demonstrates a strong and effective interaction with others as an effective team player and support to others.</li> </ul>	

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