

## Role Profile

**Job Title:** Casual Automotive Tutor – F Gas

**Department:** Automotive

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

### Main purpose of job:

This role incorporates the delivery of professional, innovative and inspirational training and assessment to learner of all ages on commercial training programmes whilst providing effective learner support and, where appropriate, contribute to the delivery of apprenticeship programmes.

### Main Duties:

- To design, develop and deliver creative, inclusive high quality training programmes in accordance with awarding organisations specifications and standards, ensuring the effective evaluation of such programmes.
- To ensure training programs and assessment are delivered in a timely, cost effective manner, in line with specific business targets and quality assurance standards.
- 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 ensure compliance with all Company policies including (but not limited to) Safeguarding Policy, Health and Safety Policy, Equality and Diversity and General Data Protection Regulations Policy.
- To ensure 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 behaviour to maximize their development opportunities.
- 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.

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# Training 2000

- 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 commensurate with the role as requested by a member of the Senior Management team or Line Manager.

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## Person Specification

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Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> <li>• Appropriate qualification to deliver on F Gas programmes</li> <li>• Qualifications and /or experience to meet awarding body compliance (or willing to work towards)</li> <li>• Accredited qualification minimum Level 2 in Literacy, Numeracy &amp; ICT</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> </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>• L3 Information, Advice and Guidance (IAG) qualification</li> <li>• Strong knowledge of quality assurance practice (assessment processes)</li> <li>• Minimum of IOSH – Working Safely</li> <li>• Ability to contribute to Apprenticeship delivery and programmes</li> </ul>
Skills & Relevant Experience	<ul style="list-style-type: none"> <li>• Highly effective planning and organisation skills</li> <li>• Strong communication skills at all levels when interacting with internal and external customers and stakeholders, giving impartial advice and guidance to support informed choice</li> <li>• An inspired approach to coaching to ensure success in line with Company targets</li> <li>• Financial awareness of the teams budgetary and volume targets.</li> <li>• Strong organisation and administration skills</li> <li>• Strong ability to deliver to established targets and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of curriculum design, development and delivery within the relevant occupational sector.</li> <li>• Excellent and proven understanding of classroom management strategies</li> </ul>
Behaviours	<ul style="list-style-type: none"> <li>• Open, honest and supportive behaviours</li> <li>• Strong positive, customer focused behaviours</li> </ul>	

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Criteria	Essential requirements	Desirable requirements
	<ul style="list-style-type: none"><li>• Ability to support continuous improvement by offering innovative ideas and solutions</li><li>• Patient and empathetic behaviours in the effective and professional engagement with candidates throughout the delivery and assessment process</li><li>• Responsive and flexible behaviours in accordance with the needs of candidates and the learning process.</li><li>• Strong and effective interaction with others as an effective team player and support to others</li></ul>	

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