

Role Profile

Job Title: FE/HE Tutor – Further & Higher Education
Department: Engineering
Responsible to: Manager of Education and Skills – FE/HE

Main purpose of job:

To deliver highly innovative and dynamic learning sessions on the engineering programmes that cover further & higher education qualifications as directed across all current and new engineering standards, working with colleagues to ensure learners are effectively supported throughout their programme to enable them to reach their full potential.

Main Duties:

- To enable learners to be resilient, motivated and inspired to reach their personal goals and ambitions.
- To design, develop and deliver creative, inclusive learning programmes, schemes of work, lesson plans and materials to deliver high quality structured learning sessions to meet learners' needs and programme specifications.
- To contribute to the internal verification, assessment and standardisation of work and to the development and delivery of the SAR and the QIP in the pursuit of continuous improvement towards excellence.
- To maintain accurate and up to date learner tracking records that meet company requirements and external specifications, and to provide information regarding learners progress and achievements, and take effective steps where learners require support in order to reach their full potential.
- To effectively manage the delivery environment to ensure the safety and wellbeing of all learners and to follow guidance in effectively contributing to the management of Training 2000' internal systems and procedures.
- To embrace the concept of Training 2000' ambitions that all members of its community are lifelong learners which includes continuous professional development.
- To effectively manage the personal development, behaviours and welfare of learners which leads to them becoming good citizens and members of the community.

Where your future matters

Person Specification

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Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> • Possession of a professional teaching qualification, i.e. minimum level 4 teaching qualification (or working towards) • Accredited qualification minimum Level 2 in Literacy & Numeracy. • Comprehensive knowledge of all Company Safeguarding, Health and Safety policies and procedures and their application. • Robust knowledge of qualifications and curriculum including Functional Skills, Vocational and Work Skills and Personal and Social Development Skills. • Strong knowledge of quality assurance practice. (assessment processes) • Strong knowledge of Health & Safety legislation and how to implement effective policy. • Strong knowledge of Equality & Diversity and how to implement effective policy. • Knowledge of theory and practical skills in engineering equipment, machinery and materials • Understanding of the skills required to support our students in preparing for apprenticeships and university • Appreciation of relevant vocational sectors. 	<ul style="list-style-type: none"> • First Aid Qualification • Working with young people in a training capacity
Skills & Relevant Experience	<ul style="list-style-type: none"> • Significant experience of curriculum design, development and delivery within the relevant occupational sector. 	

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Criteria	Essential requirements	Desirable requirements
	<ul style="list-style-type: none">• Outstanding understanding of classroom management strategies.• Strong interpersonal skills, active listening skills and excellent ability to coach/mentor to aid learner progression.• Strong organisation and administration skills in the handling and completion of all learner programmes and associated documentation on a timely and accurate basis to contractual requirements.• High personal level of Literacy and Numeracy.• Strong ICT skills which enhance the learning experience.• Strong ability to deliver to established targets and deadlines in accordance with learner progression.• Strong ability to be creative & innovative in the design of learning programmes materials & their implementation in accordance with learner programme requirements.• Demonstrate full competence in the continuous review, evaluation of the learning programme.• A minimum of one years teaching experience in an appropriate educational environment.	
Behaviours	<ul style="list-style-type: none">• Demonstrates open, honest and supportive behaviours which are in alignment with the Company's Core Values.• Demonstrates strong positive customer focused behaviours which enable the development of strong customer relationships.• Demonstrates an ability to support continuous improvement by offering innovative ideas and solutions which benefit the learning process.• Demonstrates patient and empathetic behaviours in the effective and professional engagement with	

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	<p>learners throughout the learning process which encourage high levels of learner performance.</p> <ul style="list-style-type: none">• Demonstrates responsive and flexible behaviours in accordance with the needs of learners and the learning process.• Demonstrates a strong and effective interaction with others as an effective team player and support to others.	

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