

Role Profile

Job Title:	Management Tutor/Skills Coach Assessor
Department:	Professional Services
Responsible to:	Delivery Manager for Medical, Professional Services and Scaffolding

Main purpose of job:

To deliver innovative and inspirational teaching and learning which covers the skills, knowledge, and behaviours relevant to the occupational sector, whilst providing effective learner support. Also responsible for the day to day operations of a caseload of learners on apprenticeship programmes through reviewing, managing, coaching, assessing and preparing learners/employers for the end point assessment within the Management sector.

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 teach, assess and support learners on level 3 and level 5 leadership and management programmes. Co-ordinate training sessions within the classroom environment and preparation for EPA to enable learners to complete Leadership/Management qualifications.
- Support the learners and employers through setting relevant work-based projects and assisting with the portfolio build to showcase for the end point assessment
- Conduct reviews, face to face or through Teams with the employer and learners reviewing skills, knowledge and behaviours and setting of smart targets including English and Maths
- To effectively manage the Quality Assurance process of qualifications in line with awarding organisation specifications and standards in order to continuously improve the learner journey.
- To monitor and continuously update learner records ensuring compliance with all relevant legislation and regulations in line with company requirements and providing information regarding Learner's progress, achievements and support needs as directed, to inform performance.
- To effectively manage the learning process, ensuring the safety and wellbeing of learners, including the management of learner behaviour to maximise their development opportunities.

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Training 2000

- To ensure the safety and wellbeing 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, including relevant external organisations.
- 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.
- Recruit, initially assess and induct learners onto the Leadership/Management apprenticeship programmes and support all learners to establish and maintain secure employment.
- Support employers on matters relating to their apprenticeship training needs and development and preparation for the end point assessment.
- Complete relevant training qualifications in line with ESFA and current legislation and ensure that all activities follow ESFA funding contract and audit 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,

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Person Specification

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Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> • Evidence of current (within the last three years) experience of delivering training appropriate and relevant to the level and subject area of the qualification units. • Accredited qualification minimum Level 2 in Literacy, Numeracy and ICT • Robust knowledge of Management practices, and Management qualifications and curriculum of the Management Programme. • Current (within the last three years) experience appropriate to the level and breadth of subject areas of the qualification units • A relevant and sufficient qualification appropriate to the subject areas of the qualification units for which the Centre is approved, that must be equal to or higher than the approved qualification • Substantial experience, knowledge and understanding of the subject areas of the qualification units at the level for which the Centre is approved. • Previous experience of delivery of ILM qualification(s) appropriate to the level and subject area of the qualification or experience of equivalent. 	<ul style="list-style-type: none"> • 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). • Knowledge of quality assurance practice (assessment processes) is desirable. • First Aid Qualification

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Criteria	Essential requirements	Desirable requirements
	<ul style="list-style-type: none"> • Knowledge of the RQF (or Qualifications and Credit Framework (QCF)) and level descriptors appropriate to the level of the qualification. • Show evidence of participation in CPD in relation to training and learning over the past three years relevant to the level and subject area of the qualification. 	
<p>Skills & Relevant Experience</p>	<ul style="list-style-type: none"> • 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. • Strong ICT skills with proficiency in word, excel, PowerPoint in the development and compilation of learner materials documentation and records. • High personal level of Literacy, Numeracy and ICT ability. • 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 materials & their implementation in accordance with learner programme requirements. • Demonstrate full competence in the continuous review, evaluation and enforcement of the learning programme effectiveness and delivery through such media as reflective practice. • Highly effective teaching and learning proven through learners achieving and through observation feedback 	<ul style="list-style-type: none"> • Experience in delivering learning and assessing portfolios for Management learners. • Significant experience of curriculum design, development and delivery within the relevant occupational sector. • Excellent & proven understanding of classroom management strategies that aid the engagement of learners.
<p>Behaviours</p>	<ul style="list-style-type: none"> • Demonstrates open, honest and supportive behaviours which are in alignment with the Company's Core Values. 	

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Criteria	Essential requirements	Desirable requirements
	<ul style="list-style-type: none">• 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 learners throughout the learning process which encourage high levels of learner performance.• Demonstrates responsive and flexible behaviours in accordance with the needs of learners and the learning process.	

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