

## **JOB DESCRIPTION**

JOB TITLE: Work Based Tutor

DEPARTMENT:

RESPONSIBLE TO: Head of Department

RESPONSIBLE FOR: No Subordinate Staff

PURPOSE OF JOB:

This role will provide support, mentoring and coaching to a caseload of apprentices. The role will facilitate communications between key stakeholders ensuring progress and achievement of key milestones towards end point assessment, subsequently ensuring all apprentices achieve within their planned duration. The role also includes liaising and communicating with employers and other stakeholders in relation to apprentice progress, attainment and behaviours raising any barriers/challenges to achievement with ensuring robust actions plans are maintained, monitored and updated to ensure progress.

### **1. Main Tasks**

- Liaise with the employer, apprentice and college staff to ensure apprentices fully understand the learning requirements of their apprenticeship in regards to knowledge, skills and behaviours, functional skills and end point assessment.
- To carry out apprenticeship sign ups, completing administration tasks, diagnostic assessment and providing CEIAG around specific apprenticeship Standards to employers and new apprentices
- Completing an individual plan for learning for each apprentice based on the initial and diagnostic assessments.
- Plan and implement a programme of support for apprentices with identified additional learning support needs, utilising the Student Support team where needed and ensuring additional funding is drawn down for these apprentices
- Where applicable, deliver knowledge, skills and Behaviours relevant to the Apprenticeship Standard, including any mandatory qualification(s) ensuring high levels of professionalism and quality assurance are developed and maintained throughout the whole apprenticeship journey.
- Carry out regular reviews with apprentices and employers to monitor progress against key milestones and the 20% off the job training as outlined in the apprenticeship training plan.
- Conduct any on-the-job observations of knowledge, skills and behaviours that may be required within the Apprenticeship Standard.
- To be responsible for the quality assurance aspects of the standard, including the tracking and monitoring of individual apprentices and any internal QA processes needed.

- To recognise and develop apprentices with additional learning needs and signpost to specialist support as needed in order to ensure progress is not affected.
- In agreement with the employer, implement and monitor a plan of action for apprentices at risk of not completing their apprenticeship timely.
- During all aspects of apprenticeship meetings with both the apprentice and the employer, seek opportunities to raise awareness of safeguarding, prevent, equality & diversity, health & safety, careers and British values.
- Support the apprentices as they prepare for gateway and end point assessment ensuring clear lines of communication between all key delivery staff involved in the apprenticeship and the employer.
- Ensure Apprentices reach Gateway and proceed to End Point Assessment in a timely way, within their planned end date, having completed all relevant knowledge, skills and behaviours, mandatory qualifications and functional skills if relevant.
- Ensure apprentice information is kept up to date in the relevant folders, Smart Assessor, GroFar and any other systems or virtual learning environments required of the various apprenticeship standards.
- Support apprentices with the progress of their FS with the use of Padlet, online resources or Smart Assessor.
- For any mandatory qualifications, liaise with Internal Quality Assurers and Awarding Organisation Standards Verifiers to ensure Apprentices satisfy the relevant criteria
- Update monthly the risk register with names of apprentices at risk of withdrawal. Review actions frequently and update to ensure actions are having the maximum impact and a positive outcome.
- Work in collaboration with the Life Skills delivery team and the quality team to review effectiveness and implement actions from the Quality Improvement Plan.

## **2. Other Duties**

- To keep up to date with changes to Apprenticeship Standards from IfATE.
- Undertake and maintain a log of continuous professional development to ensure skills and knowledge are up to date at all times. This may include attending training and development activities and/or completing 'industrial upskilling' to ensure current occupational competence.
- Support all college departments to achieve annual targets including: enrolment, retention, achievement and collection of customer feedback to improve college performance and apprentice/employer experience.
- Contribute to the design and implementation of new systems/curriculum development and procedures.
- Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
- General administration duties that sit in line with this position.
- Attend information evening/events and provide advice and guidance.
- Attend relevant meetings, including at least two standardisation meetings each year, and attendance at End Point Assessment Organisation updates and CPD if required.