

# Job Description

<b>JOB TITLE:</b>	<b>Tutor/Assessor in Early Years (Apprenticeships and Work-based learning)</b>
<b>DEPARTMENT:</b>	Teaching, Learning and Skills Academy
<b>RESPONSIBLE TO:</b>	Head of Teaching, Learning and Quality
<b>RESPONSIBLE FOR:</b>	No subordinate staff
<b>PURPOSE OF JOB:</b>	To teach and assess against agreed standards using a range of assessment methods, giving feedback on your assessment decisions and contributing to the quality assurance process.

## MAIN TASKS & RESPONSIBILITIES:

1. Main duties
2. Delivery and assessment of Work-based Competence/Apprenticeship Qualifications (in line with the Specification of Apprenticeship Standards for England (SASE))
3. Learner support
4. Other duties

### 1 Main Duties

- 1.1 Represent Chelmsford College and deliver excellent quality assessment of work based learning/apprenticeships.
- 1.2 Developing, agreeing and delivering realistic plans for learning and assessment with learners, including the identification of different needs.
- 1.3 Delivery within the classroom of theory-based units.
- 1.4 Planning the assessment process with learners & other people involved, including establishing and developing employer participation.
- 1.5 Giving learners feedback & support on assessment decisions, including delivery of underpinning knowledge and other critical areas of the Apprenticeship Standards.
- 1.6 Conducting timely reviews in line with national and local procedures.
- 1.7 Contributing to the internal quality assurance process and responsible for outstanding quality standards throughout all aspects of delivery.
- 1.8 Recruitment of new learners in line with the college growth plan.
- 1.9 Retention and timely achievement of all learners – ensuring given protocol is followed with regards to internal quality assurance, external quality assurance and certification of each element of the Standard.
- 1.10 General administration duties that sit in line with this position.
- 1.11 Delivery of classroom and workshops within the department as required.

- 2 Delivery and assessment of Work-based Competence/Apprenticeship Qualifications (in line with the Specification of Apprenticeship Standards for England (SASE))**
  - 2.1 Interview and/or initial assessment of learners
  - 2.2 Assessment and action planning of Work-Based Competence Qualification/Functional Skills.
  - 2.3 Delivering learning and assessment of underpinning knowledge and other critical areas of the Apprenticeship Standard
  - 2.4 Development and monitoring of the individual learning plan and learner journey documents that support teaching, learning and assessment as well as the development of the learner.
  - 2.5 Review of learner's progress including reinforcement of health and safety, equal opportunities, safeguarding and career aims and progression.
  - 2.6 Liaison with Internal Quality Assurers and Awarding Body Standards Verifiers to ensure learner portfolios satisfy awarding body criteria.
  - 2.7 Monthly updates to Internal Quality Assurer on learner progress towards targets and within specified time frames
  - 2.8 Enable learner achievement within specified guidelines in line with SFA audit requirements and Work-Based Competence/Apprenticeship (QCF) Codes of Practice.
  - 2.9 Retention and timely achievement of all learners – ensuring given protocol is followed with regards to internal quality assurance, external quality assurance and certification of each element of the Standard
  - 2.10 Completion of relevant approved paperwork, computerised records and monthly tracking documents as instructed.
- 3 Learner support**
  - 3.1 Identification of additional learning needs and communication of findings to relevant departments/agencies and the Internal Quality Assurer. Ensuring all support needs are met.
  - 3.2 Facilitate, in liaison with employer, relevant underpinning knowledge to develop learner skills gaps as appropriate.
  - 3.3 Recommendation of other training programmes learners might attend to fulfil the requirements of their learning programme.
  - 3.4 Work in line with current safeguarding and equal opportunity procedures
- 4 Other duties**
  - 4.1 To keep up to date with changes to national standards and functional skills in line with Awarding Body and SASE Standards.
  - 4.2 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 'work experience to ensure current occupation competence.
  - 4.3 Contribute to the design and implementation of new systems and procedures.
  - 4.4 Attend information evening/events and provide advice and guidance.
  - 4.5 Attend relevant meetings, including at least two standardisation meetings each year, and attendance at Awarding Body Standards Verifier Visits if required.

This role may be required from time to time to perform duties other than those given in this job role definition. The particular duties and responsibilities attached to roles may vary without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

## Person

**Job Title:** Tutor/Assessor Teaching Assistants  
(Apprenticeships & Work Placed Learning)

**Department:** Teaching, Learning and Skills Academy

### Information for candidates:

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for; a sentence or two of explanation will help us to assess your application.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

Criteria	Essential √	Desirable √
<b>Skills and Abilities</b>		
1. Excellent organisational skills	√	
2. Excellent communication skills	√	
3. Flexibility	√	
4. Organised and efficient	√	
5. IT Competent	√	
<b>Experience</b>		
1. Professional experience in related area	√	
2. Experience of teaching in FE		√
3. Assessment in the workplace		√
4. Experience of teaching maths to a range of learners in different environments.	√	
<b>Education / Qualification</b>		

1. Qualified to degree level or equivalent and/or a professional qualification at Level 3 or above.	√	
2. Level 3 teaching qualification or prepared to work towards	√	
3. Must hold English qualification equivalent to GCSE C or above or 4+ / CSE Level 1 / O-Level C or above / Adult Numeracy or Literacy = Level 2.	√	
<b>Special Knowledge</b>		
1. Extensive knowledge of related specialism	√	
2. Extensive knowledge of good practice in this area	√	
<b>Other</b>		
1. Knowledge and understanding of funding sources.		√
2. Curriculum development knowledge and understanding.	√	
3. Ability to travel to appointments/events	√	
4. Ability to operate outside normal working hours	√	
5. IT Competent	√	
6. An understanding of the requirements of safeguarding and promoting the welfare of children.	√	