

Electrical Work Based Tutor Job Description

Job Purpose

To support, assess and guide apprentices undertaking Electrical Installation qualifications in the workplace, ensuring timely achievement, high-quality learning experiences and full compliance with awarding body and regulatory requirements.

Key Responsibilities

- Deliver high-quality work-based assessment and support for apprentices on Electrical Installation programmes.
- Plan, conduct and record assessments in line with awarding body standards and internal quality assurance procedures.
- Monitor apprentice progress, providing timely feedback and setting clear targets for improvement.
- Conduct regular workplace visits to assess competence, knowledge and behaviours.
- Support apprentices in achieving End-Point Assessment readiness.
- Maintain accurate and up-to-date records using e-portfolio systems (e.g. SmartScreen).
- Liaise effectively with employers to support apprentice development and ensure workplace learning meets qualification standards.
- Ensure compliance with safeguarding, health and safety, equality and diversity, and Prevent requirements.
- Participate in standardisation meetings and contribute to continuous improvement of delivery.
- Support internal and external quality assurance processes.
- Maintain own continuous professional development (CPD) in both teaching practice and industry knowledge.

Additional Duties

- Contribute to curriculum development and improvement of apprenticeship programmes.
- Support recruitment and induction of apprentices where required.
- Undertake administrative duties associated with the role.
- Carry out any other duties commensurate with the role as required.