



Job Description

Job Title

Adult Skills and Employability Tutor

Department

BSU

Reports To

Head of Apprenticeships and Adult Skills

Location

Chelmsford College Skills Hub

Job Purpose

The Adult Skills and Employability Tutor will work as part of the Adult Skills team to deliver high-quality teaching, learning and assessment across a range of regulated qualifications and non-regulated adult skills programmes delivered through the Chelmsford College Skills Hub. This will include employability qualifications, Sector-based Work Academy Programmes (SWAPs), Skills Bootcamps, Adult Skills Fund provision and other short adult learning programmes developed in response to learner, employer and local labour market needs.

The postholder will support adult learners from a wide range of backgrounds to successfully achieve their qualifications and learning aims, whilst developing the knowledge, skills, behaviours and confidence required to progress into employment, apprenticeships or further learning.

Working collaboratively with the existing Adult Skills and Employability Tutor and the wider Apprenticeships and Adult Skills team, the postholder will provide engaging, inclusive and supportive teaching and assessment, maintaining high standards of learner achievement, quality, support and programme administration.

The role requires a passionate and adaptable tutor who can motivate and engage adult learners, respond to different starting points and barriers to learning, and contribute to the continued development and growth of Adult Skills provision through the Skills Hub.

Key Responsibilities

Teaching, Learning and Assessment

The postholder will:

- Deliver high-quality teaching, learning and assessment across a range of regulated qualifications and non-regulated adult skills and employability programmes.
- Plan and deliver engaging, learner-centred sessions that meet programme requirements and individual learner needs.
- Prepare appropriate schemes of work, session plans, learning materials and assessment activities.

- Deliver and assess qualifications in accordance with awarding organisation, College and funding requirements.
- Differentiate teaching and learning to meet different learner starting points, abilities, confidence levels and support needs.
- Assess learners' work accurately and provide timely, constructive feedback that supports progress and achievement.
- Ensure assessment decisions are valid, reliable and supported by appropriate learner evidence.
- Maintain accurate and up-to-date assessment records and learner portfolios/evidence.
- Work collaboratively with Internal Quality Assurers and respond promptly to actions arising from sampling, standardisation and other quality assurance activity.
- Develop learners' employability skills, confidence, resilience and workplace behaviours alongside their qualification or programme requirements.
- Embed English, mathematics and digital skills appropriately within teaching and learning.
- Use a range of teaching methods, technologies and resources to maximise learner participation and engagement.
- Monitor learner progress against agreed targets and intervene promptly where learners are at risk of falling behind.
- Contribute to consistently high standards of teaching, learning and assessment across Adult Skills provision.

Learner Support, Engagement and Achievement

The postholder will:

- Create a welcoming, inclusive and supportive learning environment that enables adult learners to participate and achieve.
- Establish positive professional relationships with learners from a wide range of backgrounds and starting points.
- Support learners to identify their learning and progression goals and understand what they need to do to achieve them.
- Recognise barriers to learning and provide appropriate support or signposting to College and external services where required.
- Monitor attendance, punctuality, engagement, progress and achievement.
- Follow up learner absence promptly and take appropriate action to support continued participation.
- Provide encouragement and support to build learner confidence, motivation and resilience.
- Identify learners who may be at risk of withdrawal or non-achievement and work with colleagues to put appropriate interventions in place.

- Support learners to remain engaged and successfully complete their qualifications and programmes.
- Recognise and appropriately report safeguarding, Prevent, welfare or other concerns in accordance with College procedures.

Employability and Progression

The postholder will ensure employability and progression are embedded within the learner experience.

This will include:

- Developing learners' understanding of employer expectations and workplace behaviours.
- Delivering relevant employability content, which may include CV development, job applications, interview preparation, communication, customer service and job-search skills.
- Helping learners identify and articulate their transferable skills, experience and strengths.
- Preparing learners to participate confidently in recruitment and interview opportunities.
- Promoting progression into employment, apprenticeships and further learning.
- Working collaboratively with the Employment and Progression Coordinator and other colleagues to ensure learners are appropriately prepared for employment and progression opportunities.
- Identifying learners who would benefit from additional employment or progression support and referring them appropriately.

Programme and Qualification Administration

The postholder will:

- Complete all required learner and programme documentation accurately and within agreed timescales.
- Maintain accurate registers, assessment records, learner evidence and progress records.
- Ensure qualification and programme documentation meets awarding organisation, funding and College requirements.
- Support learner enrolment, induction, initial assessment and programme completion processes.
- Ensure learner evidence provides an accurate record of achievement and progress.
- Contribute to the accurate and timely completion of qualification claims and other programme completion processes.
- Maintain appropriate evidence to demonstrate compliance with Adult Skills Fund and other relevant funding requirements.

- Participate fully in internal quality assurance, standardisation, observations of teaching and learning, audits, self-assessment and quality improvement activity.
- Take responsibility for actions arising from quality assurance activity within agreed timescales.
- Contribute to maintaining consistently high standards of compliance and quality across Adult Skills provision.

Curriculum Development and Continuous Improvement

Working collaboratively with other members of the Adult Skills team, the postholder will:

- Contribute to the development and review of Adult Skills curriculum.
- Develop and update schemes of work, session plans, assessment materials and teaching resources.
- Contribute to the development of new qualifications, programmes and SWAPs in response to identified demand.
- Review learner feedback, achievement and progression information to identify opportunities for improvement.
- Share effective practice and resources with colleagues.
- Contribute to standardisation and curriculum team meetings.
- Ensure curriculum delivery is current, relevant and responsive to the needs of adult learners.
- Contribute ideas for new programmes and approaches that support the continued growth of the Skills Hub.

Employer, JCP and Community Engagement

The postholder will:

- Work collaboratively with the Employment and Progression Coordinator, employers, JCP and external partners to ensure curriculum delivery reflects employment opportunities and employer expectations.
- Support employer engagement and recruitment activities that form part of the learner's programme, including employer talks, interview preparation, mock interviews and recruitment events.
- Contribute curriculum and learner insight to the development of Skills Hub provision in response to local labour market and employer needs.
- Support learners to make effective use of employer and recruitment opportunities arranged through the Skills Hub.
- Represent Chelmsford College and the Skills Hub professionally when engaging with external stakeholders.

Team Working and Operational Delivery

The postholder will:

- Work collaboratively with the other Adult Skills and Employability Tutor to ensure effective delivery of the Skills Hub curriculum.
- Support the effective scheduling and delivery of multiple programmes and cohorts throughout the academic year.
- Work flexibly across Adult Skills programmes according to curriculum and learner need.
- Provide reasonable teaching cover where required to maintain continuity of learning.
- Support the delivery of additional cohorts and new programmes as Adult Skills provision grows.
- Work collaboratively with curriculum, business support, quality, learner support and other College teams.
- Contribute positively to team meetings, curriculum planning and operational activities.
- Support a culture of shared responsibility for learner experience, achievement and progression.

Professional Development

The postholder will:

- Maintain their professional knowledge and occupational competence.
- Participate in relevant continuing professional development.
- Maintain up-to-date knowledge of adult skills, employability and relevant qualification requirements.
- Develop their teaching and assessment practice through reflection, feedback and CPD.
- Maintain knowledge of developments affecting the Adult Skills Fund and other relevant provision.
- Attend staff development, training, standardisation and curriculum meetings as required.
- Share effective practice with colleagues and contribute to a culture of continuous improvement.