

Job Description – Day course tutor

Contract type: Full time, Permanent

Location: Hybrid working

Department: Training and Development

As a Day course tutor, you will be required to develop and deliver high quality training using a variety of delivery methods, including video conferencing and webinars, along with in person opportunities. You will need to support learners in developing their knowledge skills and behaviours to meet the occupational standards through your sessions.

The right person for this role will seek to push the boundaries in positively engaging teams across multiple settings, through show-stopping training delivery.

Responsibilities

- To adapt and grow high quality resources in line with the knowledge, skills, and behaviours development across a wide range of apprenticeship standards.
- To deliver high quality training sessions in line with the curriculum plan for a wide range of apprenticeship standards
- To inspire and motivate learners from a variety of sectors through your delivery.
- To generate high quality sessions which provide a foundation for the learner to complete the required work to a high level.
- To generate a webinar-style virtual learning environment with the guidance of the curriculum generated.
- To be able to provide real-life experiences and examples for learner to relate their learning to their practice/industry.
- To ensure the delivery of the curriculum is in line with the Ofsted framework and meets the organisations quality assurance standards.
- To engage learners through teaching and ensure that all learners have equal and fair access to learning activities.
- To provide constructive feedback on achievement and performance to learners and formatively assess throughout sessions.
- To attend regular standardisation meetings and training with relevant industry team members and provide support to the team.

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Person Specification

Candidates without a particular **qualification** which we have listed as ‘essential’ need not be discouraged from applying if they are willing to undertake appropriate training in-post.

Experience		
Description	Essential	Desirable
Industry related, minimum 3 years	X	
Previous teaching experience		X
Previous public speaking experience		X
Qualifications		
Description	Essential	Desirable
Level 2 skills in Literacy and Numeracy	X	
Level 3 Industry related qualification or higher		X
CIAVA (Certificate in Assessing Vocational Achievement)		X
Level 4 Certificate in Education and Training or equivalent	X	
Level 5 Diploma in Education and Training or equivalent	X	
Safeguarding level 1	X	
IQA qualification		X
Qualities and Attributes		
Description	Essential	Desirable
Vibrant, passionate, motivated and engaging	X	
A positive, people person	X	
Ability to work independently using own initiative	X	
Ability to work in a team	X	
Good time management skills and organise own work activities	X	
Respond to feedback positively and be willing to develop	X	

You will need to:

- Maintain personal and professional development and CPD to meet awarding body and contract requirements, and the changing demands of the job
- Undertake the duties described in this job description in a manner that promotes equality of opportunity, dignity and due respect for all employees, learners and other contacts and is consistent with the company’s Equal Opportunities policy
- Be aware of and follow the guidelines issued by DCSF under the KCSIE Policy
- Present a professional image of Heart of England Training in all contacts, and to build and maintain strong relationships
- The precise description and nature of your job may be varied from time to time and you may be required to carry out other duties as necessary to meet the needs of the Company

This role will require a commitment to safeguarding and the postholder will undergo training for health & safety, safeguarding, prevent and EDI (Equality, Diversity and Inclusion) and GDPR.