



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Work Based Tutor – Teaching Assistants</b>
<b>Sector/Section:</b>	<b>Early Years, Access &amp; Teacher Education</b>
<b>Grade:</b>	<b>Work Based Tutor (£22,000 - £26,000)</b>
<b>Directly responsible to:</b>	<b>Curriculum Leader</b>
<b>Learner Contact hours/ Caseload:</b>	<b>45-55 caseload (pro rata)</b>

### **Purpose of the job:**

The post holder will work with student cohorts, and their Line Managers, on apprenticeship programmes to develop effective work based learning practices. This focuses on facilitating a structured approach to planning, executing and evidencing the use and development of knowledge, skills and behaviours in the workplace. This post is suited to a highly motivated, professional practitioner who can provide high quality teaching and learning in this sector/section area.

Tutors will additionally support excellence in formative assessment to ensure learners reach the highest standards of their qualification including outcomes of End Point Assessments (EPA).

Develop resources, support programmes and deliver on a number of courses as required.

To support the achievement of annual targets for learner numbers, income, expenditure and success rates.

## **MAIN RESPONSIBILITIES AND DUTIES:**

- To support learners on apprenticeship programmes to successfully develop and evidence skills and competence in their roles.
- Conduct initial and diagnostic assessment activities and recruit with integrity.
- Carry out Health & Safety reviews of work placements.
- Take an active role in monitoring own performance and targets to meet both personal and college key performance indicators.
- Ensure all tutor input adheres to quality assurance processes and supports College strategy to becoming outstanding.
- Provide information, advice and guidance to both current and prospective learners and employers.
- To maintain documentation on learners in accordance with College and funding requirements.
- Deliver work based tutoring which promotes high levels of learner satisfaction and success, including embedding English and Maths into vocational delivery and planning.
- Produce detailed and highly effective schemes of work and lesson plans that motivate learners and ensure high success rates. Participate in all aspects of the quality strategy and embrace areas for improvement positively.
- Develop a range of innovative assessment methods to meet the requirements of awarding bodies, expected standards and address learner individual needs.
- Produce effective assessment strategies to reduce front or end loading for learners, contribute to scheme needs and provide for timely success.
- Provide timely and effective feedback to learners that contribute to learner development and success.
- Track and record learner progress effectively and in a timely manner via Smart Assessor to support high levels of learner success and positive value added.
- To oversee cohort Smart Assessor submissions, assessing quality and quantity of evidence, and providing formative feedback and/or undertaking marking at set intervals in the apprenticeship programme structure.
- Undertake / comply with internal verification (IV) and standardisation activities including invigilation of exams ,complying with College assessment and IV policies and procedures and external QA requirements, as required
- Participate in and support an inspirational learner induction, including managing learners through the initial six weeks period and confirm or redirect to appropriate qualifications.
- Undertake individual reviews, utilising all aspects of the E-Portfolio system including the individual learning plan (ILP) providing SMART targets for learners.
- Monitor any risk status of learners, apply and record interventions as appropriate, signpost as necessary.
- Continually review the learners' progress in liaison with employers.
- Monitor caseload performance, learner performance and action concerns through appropriate channels including regular attendance at performance boards.
- Carry out regular learner reviews every 6-8 weeks (more frequent within the induction phase) in liaison with the employer.
- To co-ordinate on and off the job learning and assessment between a learner and their employer.

### **In carrying out his/her duties the appointee must:**

- Undertake such other duties as may be required by the Principal commensurate with the grade and nature of the post.
- Attendance at external meetings, curriculum planning activities and staff training and briefing events.
- Promote and market the College positively and professionally at all times through formal and informal locations.
- The post holder will be expected to work flexibly and efficiently to maintain the highest professional standards and to promote and implement the policies for the Corporation.
- The post holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
- To work in accordance with the Data Protection Act and to ensure that all data protection concerns are reported to the College Data Protection
- Comply with and be aware of the College's Health & Safety policy and associated procedures.

### **PHYSICAL CONDITIONS**

#### **Place of work**

The principal place of work will be at the Deane Rd Campus. However, the post holder may be required to work either on a temporary or an indefinite basis at any premises at which it may from time to time provide services.

#### **Working Hours**

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, with a minimum of 18.5 hours per week. The post holder may from time to time be required to work evenings and/or weekends in which case time off in lieu will be given during the normal working week

#### **Probationary Period**

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving written notice of one month.

#### **Appraisal**

The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

## **Health & Safety**

The College is fully committed to ensuring that health and safety of its staff and students is paramount. All staff must comply with the College's health and safety procedures.

In the interests of Health and Safety, smoking is not permitted at Bolton College.

**Job Description Prepared By:      Director of Apprenticeships and Employer Engagement**

**Date:    June 2018**