**JOB DESCRIPTION**

**Job Title:** Tutor Assessor (maternity cover)

**Department:** Creative Sport and Leisure (North)

**Reporting to:** Alison Taberner

**Job Purpose:**

To support learners in the successful completion, and progression from, their programmes of study

**Key Responsibilities:**

* To work with learners, employers and colleagues to ensure that learners are on the correct programme
* To ensure that learners make progress in line with, or above, expectations
* To ensure timely completion of learners
* To ensure that all paperwork, documentation and EMS are completed accurately, competently and in a timely way
* To ask for, and offer, support to colleagues to ensure consistency and a progressive culture

**Quality Measures / Outputs:**

* Accuracy and timeliness of sign-up paperwork, initial assessments, marking of work, monitoring learner progress, reviews, close-down paperwork
* Timeliness of learner completions
* Retention, achievement and success rates
* Learner attendance and punctuality

**How outputs will be achieved:**

* Work collaboratively with colleagues to share best practice, ask for and offer support, and to co-ordinate learner visits/observations
* By working closely with the Operations Team, to ensure that learners are eligible, signed-up, registered and claimed in a timely way
* By liaising closely with the Professional Standards Team (Learner Services and Bursary) to ensure that appropriate support is put in place for learners
* By liaising closely with the Maths and English Team to ensure that relevant learners are engaged with at the start of their programmes, and continue to develop their skills until successful completion of examinations
* Plan engaging and inspirational lessons/activities which are wholly relevant to learners’ employment, and fulfil the requirements of the Common Inspection Framework
* By utilising e-resources, such as EMS and GoTo, to ensure that an effective blended learning package is delivered
* Engage effectively with employers to ensure that appropriate support and encouragement is provided in the workplace, including the 20%+ of time for off-the-job training
* Liaise closely with the Training Manager to complete a weekly review of learner progress, to RAG rate and to agree interventions where required

**Safeguarding responsibilities (all staff)**

* To take responsibility for safeguarding and promoting the welfare of young people
* To be familiar and act in accordance with CSL’s safeguarding policies and procedures
* Ensure that CSL provides a safe, fair and respectful work and learning environment

**Competency Table**

|  |  |  |
| --- | --- | --- |
| **Competency** | **Desirable** | **Essential** |
| QTS |  | ✓ |
| Minimum of Level 2 (or equivalent) in English and maths |  | ✓ |
| Minimum of Level 2, but preferably Level 3, in the vocational area |  | ✓ |
| An Assessor qualification |  | ✓ |
| An IV qualification | ✓ |  |
| A willingness to engage in continuous professional development |  | ✓ |
|  |  |  |
| Industry experience of the job role and sector |  | ✓ |
| Knowledge of qualification frameworks and Standards | ✓ |  |
| Have worked with young people, preferably within an educational environment |  | ✓ |
| An ability to show initiative in developing and maintaining systems |  | ✓ |
| Competent use of e-learning and learner tracking systems |  | ✓ |
|  |  |  |
| Articulate and approachable, with good interpersonal skills |  | ✓ |
| An ability to communicate effectively with people of all ages, positions and levels |  | ✓ |
| Self-motivation |  | ✓ |
| Personal organisation |  | ✓ |
| Ability to meet deadlines |  | ✓ |
| Flexibility and ability to contribute to a team approach |  | ✓ |
| Honesty and integrity |  | ✓ |
| Professional appearance |  | ✓ |