

Title: Personal Tutor – Early Years
Reporting to: Operations Manager

Location: Remote
Division: Operations

Summary of role

You will deliver innovative, impactful, and value-added learning to all learners, embedding a range of learning methodologies and harnessing the use of digital technologies. Using your Childcare/Early Years industry experience, knowledge, and passion for learning and development to coach and support a diverse caseload of learners as they progress through their qualifications. You will support the learning process through the effective use of learning resources and facilitating both workplace and off the job training as required.

You will plan, and deliver inspirational and engaging teaching and learning experiences, keeping the learners and employers in mind, adapting your delivery through a variety of different methods to suit the needs of the learners or employer, and providing feedback accordingly to continue to deliver an outstanding experience to all.

Role Responsibilities

- Motivate and drive learners to achieve their work-based Childcare/Early Years qualifications through outstanding teaching and learning
- Retain learners and employers by giving consistent great levels of service in line with our Pledge, Values and Learner Promise
- Recruit for learners and employed apprentice opportunities as appropriate to maintain minimum caseload numbers as per our Operational Excellence
- Encourage the further progression of learners on their work-based qualifications to further develop
- Support the learning process through use of learning resources, Virtual College and facilitating workplace on the job training as required
- Plan engaging, interactive and inspiring teaching and learning through a variety of methods
- Provide impactful and constructive feedback where required, ensuring all documentation is completely accurately and in timely manner
- Carry out consistent, planned, and progressive visits and reviews with the involvement of both the learner and employer in line with ESFA and our Learner Journey requirements
- Continually improve the quality of your teaching and learning practices and development through effective working relationships with Quality colleagues
- Ensure learners are fully ready with a completed portfolio and feel confident at the EPA Gateway before handing over for End Point Assessment
- Provide information, advice and guidance to all customers that enables them to make informed decisions to meet their goals and objectives
- Adhere to GDPR regulations and all internal information and data security policies and procedures
- Share best practice with other Personal Tutors
- Any other duties as required by Operations Manager to support the needs of the business
- Proactively promote and safeguard the welfare of children and young people

Key Performance Metrics

- Consistently demonstrate Paragon Skills pledge and core values
- Actively participate in own continuous professional development
- Maintain internal service level agreements
- Maintain minimum funded caseload levels

Qualifications

- Grade A-C GCSE in English and Maths or equivalent
- Training qualification e.g., AET, CET, PTTLS or equivalent
- Assessor qualification e.g., TAQA, CAVA, A1, D32/D33 or equivalent
- Minimum of Level 2 Functional Skills in English, Maths, and ICT
- Minimum of Level 3 in Childcare/Early Years and relevant occupational experience

Knowledge and Experience

- Experience of working within a Childcare/Early Years setting sector, ideally at a managerial level
- Experience of delivering effective teaching and learning to a diverse range of learners for Childcare/Early Years
- Experience of effectively managing a caseload of learners, encouraging progression and new recruits
- Experience of engaging, motivating, and influencing learners to progress and achieve
- Experience of removing barriers and supporting progression
- Experience of achieving targets and deadlines set
- Knowledge of Safeguarding and Prevent
- Knowledge EPA, Awarding Organisations, Funding Bodies and Ofsted regulatory arrangements
- IT literate with advanced knowledge of MS Office packages including Word, Excel, Outlook and PowerBI
- Clean driving licence and ability to travel and stay overnight to meet the needs of the business

Skills and Abilities

- Effective interpersonal and communication skills – both verbal and written
- Strong personal drive and the ability to manage own time and meet challenges in a positive way
- Flexible and adaptable to change
- Self-motivated with the ability to plan own workload and diary effective
- Use own initiative to achieve targets and deadlines

Behaviours

- Creative with a solution focused, open mind and can-do attitude to solve problems swiftly and innovatively
- Forward-thinking with a desire to make a difference and inspire success
- Infectious and transferable energy to motivate and invigorate others
- Unique, persuasive, and confident to make and influence decisions

Our Values

energy

energise

execute

experience

edge