

Job Title: Programme Tutor Assessor (Business Administrator/Data)

Job Purpose: Delivery of inspiring teaching, learning, assessment and support to enable high levels of learner achievement, completion and progression, whilst engaging learners and employers with learning programmes.

Reports to: Head of Centre

Key responsibilities:

- Plan and deliver teaching, learning and assessment with learners through individual and group arrangements, using face to face contact in classroom/workshop/workplace settings as well as online methods;
- Support the development and production of teaching and learning materials and resources in both manual and electronic formats;
- Ensure learning programmes meet the requirements of awarding bodies and funding bodies and that quality and performance targets are achieved;
- Develop professional working relationships with employers, learners and other key stakeholders;
- Enable learners to increase their skill levels and receive a high-quality learning experience;
- Support the recruitment of employed and unemployed young people and adults to learning programmes, generating new business opportunities within programmes, ensuring learner caseload is maintained;
- Review learner progress, set targets with learners and provide learners with good information advice and guidance to assist their progression;
- Monitor learner attendance, achievement, progression and satisfaction;
- Engage employers with learning programmes, ensuring they are involved in progress reviews, informed of the development, progress and achievement of their learners and updated about programme delivery and requirements;
- Support all internal and external learning and programme evaluation, moderation and verification, including learner and employer feedback and preparation for internal and external audit, review and Ofsted Inspection;
- Actively participate in all quality improvement processes, including observations of teaching, learning and assessment and the review, production, organisation and implementation of documentation related to learning programmes;
- Maintain learner records to ensure they meet internal quality standards and the requirements of awarding bodies and funding bodies;
- Produce accurate and timely reports for all programmes;
- Operate information technology effectively, including *Microsoft Office*;

- Ensure that all correspondence from the organisation is of the required standard and tone.

These duties and responsibilities form the main part of this Job Description, however, the employer reserves the right to vary and/or change some or all the above to meet the needs of the organisation.

The post holder will:

- Follow all organisational policies and procedures (including Equality & Diversity, Health & Safety and Safeguarding), adopting a personal responsibility to ensure their own health and safety and that of their colleague's and learners;
- Correctly complete all required documentation, in line with organisational requirements to meet internal and external audit and quality assurance requirements;
- Be committed to their own personal development including, where appropriate, undertaking the required CPD to maintain occupational competence and professional status;

Key Objectives:

- Deliver learning programmes and provision to ensure contract and funding opportunities are maximised;
- Maintain high quality standards across all learning programmes, ensuring success rates remain high and observations of teaching, learning and assessment are at least good;
- Achieve targets in relation to learner attendance, retention, achievement and progression across all learning programmes;

Person Profile:

Qualifications

The job holder must be occupationally competent, having achieved the relevant qualifications in the sector in which they deliver. They must have also achieved or be willing to achieve, DTLLS/CertEd or the Level 5 Diploma in Education. In addition, where occupational competency qualifications will be delivered within the role, they must hold or be willing to achieve the assessor award (D32/33/A1/CAVA).

Knowledge

- Understands the principles of administration, business document production and information management
- Has a practical knowledge of managing stakeholders and their differing relationships to an organisation
- Has a practical knowledge of utilising a management information system; including the reporting function
- Understands laws and regulations that apply to roles including data protection, health & safety, compliance, employment rights and responsibilities

Skills

- Builds and maintains positive relationships within their own team and across organisations
- Skilled in the use of multiple IT packages and systems; able to utilise the reporting functional to generate detailed analysis
- Project management principles and tools to scope, plan, monitor and report projects;
- Produce accurate records and documents;
- Demonstrate the necessary level of expertise required to complete tasks and applies themselves to continuously improve their work;
- Excellent literacy and numeracy skills;
- Make effective decisions based on sound reasoning and able to deal with challenges;
- Planning and organisation;
- Prioritise workload, meet deadlines, take responsibility, use initiative and be proactive, incorporating flexibility when required;