



TTP JOB DESCRIPTION



Position title	Apprentice Tutor
Reporting Relationships	This position reports to the Curriculum Manager
Summary of broad purpose of position in relation to organisation's goals	To undertake class tuition on Apprenticeship and vocational qualifications and support the Operations Department in the co-ordination, planning, monitoring and delivery of quality training and learner progress in line with external profiles/targets
Key Responsibilities	<ul style="list-style-type: none"> • To carry out high quality tuition learner reviews and Key Skills/Functional Skills delivery in line with external body requirements • Invigilate and supervise candidates under test conditions • Understand QCF qualifications and input into Standardisation Meetings • Have knowledge of Company SAR/QIP and impact on individual role • Deliver in a professional manner training sessions and induction training as directed • Assist in the initial assessment and registration of learners with Awarding Bodies when required • Set up and maintain course/candidates file to a standard as directed by the Operations Department • Create statistical tools and reports using spreadsheets • Upload information on E-Track in timely manner as agreed • Understand principles of the Common Inspection Framework and the relationship of quality delivery to ensure a quality learner experience • Work and communicate with Recruitment Support Officers/Employment Support Officers the progress of individual Apprentices on their Framework • Manage, organise and update relevant data using database applications • Interpret instructions and issues arising and then implement actions according to operational policies • Accurately and comprehensively complete and update Individual Learning Plan for Apprentices in line with external audit and quality controls • Analyse and verify that documentation meets required standards for funding and auditing purposes • Monitor and ensure that learners are on target to complete Frameworks within a timely manner • Accurately and comprehensively complete Apprentice related paperwork • Undertake timely Apprentice reviews and ensure that there are SMART goals captured alongside information on programme progress • Understand and proactively promote with Apprentices our commitment to Safeguarding/Health and Safety/ECM/Equality and Diversity and include this within delivery of Apprentice Framework with Apprentice • Correctly file and store important documentation • Adhere to stated policies and procedures relating to health and safety and quality/administrative management • Understand audit requirements relating to submitted documentation • Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility • To carry out such duties as may be required commensurate with the grading of the post • Adhere to and understand Company's Policies as identified within the Staff Handbook • Type, word-process, scan and copy various documents and electronic information



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Team Environment	<ul style="list-style-type: none">• The Apprentice Tutor is a member of the Operations Department• The Apprentice Tutor is a key role in the quality delivery of class tuition, reviews and the learning experience of an Apprentice
Key Challenges	<ul style="list-style-type: none">• Attention to detail in verifying large volumes of paperwork• Understanding of wide range of External Bodies' requirements, legislation relating to the delivery of training to young people• Internal communication between Departments• Time management and tracking of Apprentices on Frameworks• Working with young people from a wide range of backgrounds• Processing and accurate filing of important documentation• Ensuring quality of delivery and high standards in line with Ofsted
Environmental Factors	<ul style="list-style-type: none">• Mainly office based, but sometimes called upon to support in working on employers premises

Recommended by:

Present occupant:

Name:

Date appointed:

I have read and understand the responsibilities, performance outcomes and performance indicators described above.

Occupant signature:

Date:

Organisation Chart attached? Yes/No

Date reviewed:



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Person Profile

Qualifications	<ul style="list-style-type: none"> • Adequate qualifications in Maths/English/ICT • D32, D33, D34 or A1/A2 • Basic skills qualifications
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience with using Microsoft Office programmes • Delivery and understanding of Apprenticeship Frameworks • Occupational experience within the Logistics /Transport sector
Skills	<p>Essential</p> <ul style="list-style-type: none"> • Experience of working as a member of an effective team • Experience of successfully achieving deadlines and working without close supervision • Experience in using Information and Communication Technologies • A professional teaching/training qualification
Personal Attributes	<ul style="list-style-type: none"> • Enthusiastic and receptive • Willingness to receive positive feedback and constructive criticism • Ability to assess varied programmes/qualifications to employers on the company premises • Ability to act as a role model • Ability to provide leadership and motivation to young people • Ability to monitor and implement quality systems • Ability to deliver relevant aspects of an operational plan and achieve performance targets • Ability to successfully consult, influence and undertake delegated tasks • Ability to utilise ILT and understand its use as a curriculum tool • Ability to demonstrate an understanding of Equal Opportunities and Customer Care and why it is important in employment and in the provision of Apprenticeships • Travel to and work in, different college sites, centres and employer and/or partner organisations premises • Available to work outside normal office hours when required by clients

Position Objectives:

Critical success factor	Major responsibilities	Performance outcomes	Performance indicators
Timely and quality delivery of Apprenticeship Framework components	<ul style="list-style-type: none"> - Undertake classroom sessions and learner reviews in timely manners - All classes are in line with external Awarding Body requirements - Ensuring all learner reviews are SMART - Understand quality systems and CIF requirements - Paperwork meets quality and auditable requirements 	<ul style="list-style-type: none"> - 90% of allocated Apprentices complete their Framework timely - Positive learner feedback 	<ul style="list-style-type: none"> - Grade 2/Clear or better External and Internal audits - MLP rates for Apprentices above 70% - Monthly volumes submitted of completions that meet IV requirements - Learner evaluations - Feedback from Quality Manager



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Critical success factor	Major responsibilities	Performance outcomes	Performance indicators
Accurate and comprehensive completion of Individual Learning Plans	<ul style="list-style-type: none"> - Accurate completing of ILP paperwork in line with quality and auditable processes for which Assessors are responsible - Understanding and interpreting accurately IAs/diagnostics and linkage to support material/ Endorsement of learners where applicable - Updating in a timely manner ILPs following interaction/visits with Apprentices 	<ul style="list-style-type: none"> - Accurate completion and timely updating of learner files - ILPs comprehensively completed in detail and individual to the learner 	<ul style="list-style-type: none"> - Grade 2/Clear or better External and Internal audits - Accurate and individual learner action plans to support endorsement - KPIs recorded and scored by Curriculum Manager
Understanding and the proactive promotion with Learners of Safeguarding/Equality and Diversity/ECM/ Health and Safety and PC/knowledge required for QCF qualifications delivered	<ul style="list-style-type: none"> - Understanding the principles of Safeguarding/Health and Safety/ Equality and Diversity in relation to the Apprentice - Actively promoting Safeguarding/ Health and Safety/Equality and Diversity with Apprentices 	<ul style="list-style-type: none"> - Evidence within learner reviews and files 	<ul style="list-style-type: none"> - Observation of learning outcomes - External quality measures