

Job Description

Job Title:	Tutor / Assessor (Gas & Plumbing)
Reporting to:	Gas & Plumbing Services Manager
Accountable for:	N/A
Purpose:	Course delivery, providing excellent teaching and learning in a busy, expanding Gas and Plumbing department delivering quality and timely apprenticeships.

Duties and Responsibilities

- Quality and timely delivery and assessment of Gas & Plumbing standards and frameworks where required
- Delivery of quality study programme for plumbing and Gas
- As required, training and assessment for domestic Gas ACS courses and other commercial courses as appropriate.
- Delivering high quality programme content and assessments in a timely manner and in line with awarding body requirements.
- Monitor learner progress, accurate and timely record keeping.
- Evaluating learner progress and providing updates and potentials for delays to management.
- Promote apprenticeship and commercial offerings to local businesses.

General Obligations – All employees

- To take responsibility for own personal development and update knowledge and skills, with support from Aspire, to perform the role at an effective level. To undertake such training as is deemed necessary to improve personal performance and knowledge.
- To implement positively and ensure compliance with, the Group's policies, procedures, codes of practice and initiatives relating to Equality and Diversity, Customer Service, Risk Management, Health and Safety, Data protection and Information Technology, Financial Regulations, Standing Orders and the Code of Conduct and Probity Policy.

- To take responsibility for own wellbeing and safeguarding in the duties to be carried out for this post.
- To provide the highest quality services incorporating best standards and practice, promoting the Group to its tenants, clients and customers.
- Taking ownership and responsibility to respond to complaints positively and professionally (*as appropriate to role*).
- To ensure that maximum use is made of information technology systems and associated equipment in the provision of efficient and effective services.
- To perform any other duties not specifically identified in the job description but which are in line with the general responsibilities of the post.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's absolute discretion in the future.

As a general term of employment, the Group may effect any necessary change in job content, or may require the post holder to undertake other duties, at any location within the Group.