Job Description

Job Title: Tutor (Digital Skills)

Reporting to: Skills Development Manager

Accountable for: N/A

Purpose: To lead the design and delivery of the digital skills provision. To plan, design and deliver high quality and inspiring sessions that meet the needs of learners, apprentices, employers and awarding bodies. To prepare learners to successfully achieve their learning aims and goals.

Duties and Responsibilities

- To provide high quality teaching, coaching and mentoring to learners and apprentices.
- To work effectively with employers, learners, apprentices and awarding bodies to achieve excellent outcomes.
- To be accountable for learners' progress and achievement, whilst adhering to contractual and funding requirements.
- To ensure all evidence of learning and delivery is recorded accurately and to a high standard using the required systems.
- To develop and embed e-learning opportunities within the curriculum and to support self-directed learning. To adopt a blended approach of delivery (on-line and face to face etc).
- Maintain an up to date and in-depth knowledge of industry best practice through effective networking and professional development.
- To ensure compliance with funding, awarding body, organisational and departmental policies and procedures.
- To work with learners, apprentices and employers within the workplace to capture, record and evidence learning appropriate to the course.
- To monitor and track progress of a caseload of apprentices using the company e-portfolio and other systems as required, RAG rating learners as appropriate.

- To strive to complete learners by the expected end date and to take prompt action for learners who are behind, for example learner action plans.
- To plan for and embed learning based on the Initial Assessments of a learner including functional skills (English, Maths and ICT) and other mechanisms of support (for example CognAssist) within the learning programme.
- Plan and deliver learning that stretches and challenges individual learners irrespective of prior attainment.
- To develop, embed and use e-learning where possible to enrich and support learning.
- To ensure learners, apprentices and employers are effectively inducted into the programme.
- To assist with the organisation with Open Evenings, Information Evenings and other activities as required.
- Provide invigilation at exams and other timed assessment and provide cover and support for colleagues as required.
- To plan and agree work programmes and assessment/reviews with apprentices and employers.
- To prepare apprentices and employers effectively for End Point Assessment (EPA) or examinations.
- Carrying out Health and Safety risk assessments, ensuring appropriate documentation has been completed for all learners and employers.
- To report safeguarding concerns and disclosures to the safeguarding lead as required.
- To actively participate in professional development and industry updating that ensures apprentices are receiving relevant training.
- To deliver training to meet employer and learner needs, including working 'out of hours'

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, Aspire'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 Aspire 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, Aspire may effect any necessary change in job content, or may require the post holder to undertake other duties, at any location within Aspire.