

Programme Tutor - SMT Job Description

Job Title:	Programme Tutor - SMT	Reporting to:	Head of Apprenticeship Operations & Analytics
Department:	Cogent Skills Training (CST)	Direct Reports:	None
Key Contacts:	Quality Manager / SMT Tutors & Assessors	Location:	Home or Warrington Based
Date Created:	October 2016	Date Revised:	Apr 2019

Job Purpose

To plan and deliver effective teaching, learning & assessment that includes theory and competence, to a range of employed, individual or groups of apprentices, in the workplace. To enthuse, inspire and motivate apprentices to reach their full potential and maintain timely progression, achievement and success rates. To moderate tutor assessment practices to ensure fair and consistent assessment. Prepare teaching support materials for knowledge delivery to meet awarding body standards. The post holder will work within Awarding Body standards and guidelines, CST policies and procedures as well as wider quality frameworks, such as Ofsted Common Inspection Framework.

Key Accountabilities:

- Operate within CST to ensure consistency and compliance to internal and external policy, procedure, guidelines and requirements
- Carry out effective inductions with IAG to ensure learners are on the right programme and receiving the right level of support in line with CST policies and processes
- Actively comply and utilise the CST learner tracking system (OneFile) to ensure learner progress and employer / learner reviews are undertaken to show impact and quality of learning monthly & quarterly respectively
- Provide CST with timely compliant documentation to meet Education Skills Funding Agency requirements.
- Work closely with employers and CST management to plan, design and deliver training which comprises knowledge, skills and behaviours including Maths and English development
- To ensure high success rates for learners studying Maths and English where applicable to the individual's needs.
- Deliver high quality, engaging teaching, learning and assessment to encourage retention and timely achievement, this includes developing training plans / schemes of work, lesson plans, coursework development and individual learning plans taking account of individual requirements to ensure differentiation of learning across all standards and to continuously evaluate with an effective teaching cycle to continuously strive for improvement.
- Deliver effective and efficient teaching, learning and assessment processes that enable individual learners to progress towards and achieve identified milestones in a timely manner,
- Adopt and implement effective use of new technologies including development of learning materials and use of webinars/skype etc to meet market demands and enhance the learning experience



- Ensure learners are safe and be responsible for promoting and safeguarding (including Prevent) the welfare of all learners for whom you have responsibility for or with whom you come into contact with and adhere to Cogent's Safeguarding policy.
- Where appropriate, prepare learners to successfully undertake assignments or sit tests/exams in order to maintain high success rates
- Record assessment decisions fully and contemporaneously and ensure the prompt and managed completion of IQA actions to enable time success
- Prepare learners for end point assessment in line with CST policies and procedures
- Mentor and support tutors to standardise and maintain quality assessment and delivery practices with in appropriate subject sectors.
- Mark/assess learners' work, provide structured feedback and set developmental objectives
- Participate and implement moderation and standardisation activities with internal and external moderators and IQAs
- Implement feedback and development action points resulting from IQA sampling, observation of practice and standardisation themes to continuously improve quality and assessment
- Adhere to KPI's including learner timely achievement and to continuously review and reflect on own practice, development needs and undertake CPD as required
- Report and provide timely updates and respond to requests for information from the IQA and Head of Apprenticeship Operations
- To prepare course, teaching materials, for both paper based and VLE, to support learner knowledge achievement within subject sectors.

Key Performance Indicators

- Timely achievement of Apprenticeship delivery in line with agreed targets and KPIs.
- Responsibility for continuous engagement with CST's MIS and E-Portfolio systems
- Delivery of good/outstanding teaching, learning and assessment
- Compliant learner documentation and robust evidence gathering and presentation
- Development of innovative and effective teaching and assessment resources which support effective and progressive learning
- Provide effective feedback, support and guidance to inspire individual development of employability skills, understanding and personal wellbeing.

Knowledge Skills and Qualifications

- Occupationally relevant qualification ideally level 4 or above (Desirable)
- Assessor qualification (TAQA/A Units) (essential)
- Internal Quality Assurance qualification (V Units- desirable)
- Functional skills level 2 English and Maths or equivalent (essential)
- Experience of delivering competence and knowledge based qualifications in FE (essential)
- Teaching qualification (desirable)
- Understanding of Apprenticeship Standards
- Health & Safety, Safeguarding and E&D practices (essential)
- Continuous Professional Development (essential)
- Understanding of Quality Standards ie Ofsted Common Inspection Framework, Matrix (essential)
- Experience of electronic learner tracking and monitoring systems eg Maytas E track, one file(desirable)
- DB check required (essential)

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

