

Program Tutor/Assessor - Science Job Description

Job Title:	Programme Tutor Lab Science	Reporting to:	Head of Apprenticeship Operations
Department:	Cogent SSC	Direct Reports:	None
Key Contacts:	Assessors / Tutors, Administration, Quality Manager	Location:	National
Date Created:	October 2016	Date Revised:	August 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 ensure fair and consistent assessment practice. Prepare and maintain 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's Inspection Framework.

Key Accountabilities:

- Operate within CST to ensure consistency and compliance to internal and external policy, procedure, guidelines and requirements
- Carry out initial and on-going advice and guidance to ensure learners are on the right programme and receiving the right level of support, making referrals for additional support Internal Quality Assurance Framework where required.
- Complete induction sessions with learners and employers that includes all compliance documentation.
- Provide CST with timely compliant documentation to meet Education Skills Funding Agency requirements.
- Work closely with employers to plan, design and deliver training which comprises knowledge and competence based learning and assessment.
- Deliver high quality, engaging teaching, learning and assessment to encourage retention and timely achievement, this includes developing schemes of work, lesson plans, coursework development and individual learning plans taking account of individual requirements to ensure differentiation of learning across all standards.
- Work to relevant processes to ensure individual learners progress towards and achieve identified milestones in a timely manner, supported by fair and consistent judgement of valid, reliable, sufficient and authentic evidence.
- Adopt and implement effective use of new technologies including development of learning materials and support the ongoing development of the VLE platform to meet market demands and enhance the learning experience
- 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 early submission and processing to maximise timely success.



- Contribute towards the monitoring and tracking of learners' progress through 12 weekly, three-way review process to ensure high achievement rates
- Work with other Lab tech tutors to support the delivery of the knowledge delivery
- Participate and implement moderation and standardisation activities with internal and external moderators and IQAs
- To monitor and Implement feedback and development action points resulting from IQA sampling, observation of practice and standardisation themes to continuously improve the quality and rigour of assessment for learners.
- 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 management
- To deliver the knowledge component of the apprenticeship either face-to-face or via Cogent's e-learning platform to cohorts of learners on a weekly basis
- 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.
- To provide a flexible and effective work ethic approach to tasks and any duties that support needs of learners as part of the CST team

Key Performance Indicators

- Timely achievement of Apprenticeship delivery in line with agreed targets and KPIs.
- Responsibility for the maintenance of the online Learner Management System
- 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 at level 4 or above (essential)
- Assessor qualification (TAQA/A Units) (desirable)
- Internal Quality Assurance qualification (V Units- desirable)
- Experience of delivering knowledge based qualifications within a Private Training Provider or FE/HE establishment (essential)
- Experience of face-to-face and remote delivery to learners (essential)
- Teaching qualification (essential)
- Understanding of Apprenticeship Standards (essential)
- Health & Safety, Safeguarding and E&D practices (essential)
- Continuous Professional Development (essential)
- Designing training programmes responsive to the needs of employers/learners within the STEM sectors (desirable)
- Understanding of Quality Standards ie Ofsted Inspection Framework, Matrix (essential)
- Experience of electronic learner tracking and monitoring systems eg Maytas E track, OneFile (desirable)
- DB check required (essential)

