

## Science Tutor – Biology & Physics Job Description

Job Title:	Tutor - Applied Science Biology and Physics	Reporting to:	Head of Apprenticeship Operations
Department:	Cogent SSC	Direct Reports:	None
Key Contacts:	Quality, Compliance, Curriculum teams	Location:	National Remote/Warrington
Date Created:	November 2019	Date Revised:	November 2021

### Job Purpose

To plan and deliver effective teaching and learning against science-based apprenticeship standards, to a range of employed, individual or groups of apprentices, in the workplace or through electronic means.

To moderate tutor assessment practices to ensure fair and consistent practice.

To develop & maintain curriculum & teaching support materials for Applied Science delivery to meet awarding body standards.

### Key Accountabilities:

- Plan and deliver Applied Science learning in line with stipulated knowledge qualifications
- Develop and maintain the new syllabus for Applied Science and work with the team to integrate into the VLE platform.
- Provide Cogent Skills 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, including Maths and English development, where applicable.
- Deliver high quality, engaging teaching and learning 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.
- Deliver effective and efficient teaching, learning and assessment processes that enable individual learners to progress towards and achieve identified milestones in a timely manner, supported by fair and consistent judgement of valid, reliable, sufficient, and authentic evidence.
- Where appropriate, prepare learners to successfully undertake assignments or sit tests/exams to maintain high success rates
- Actively participate in staff standardisation and maintaining quality assessment and delivery practices with-in appropriate subject sectors.
- Mark/assess learners' work, provide structured feedback and set developmental objectives
- Carry out invigilation and testing with candidates within the guidelines of the awarding body requirements.
- Support learners with special education needs or additional learning requirements to achieve their apprenticeship
- Work within the guidance of the ESFA and to the requirements of Ofsted to ensure high standards of practice are always maintained in-line with the new EIF



- Evaluate teaching, learning and assessment and respond to learner and employer feedback to continuously improve the learning experience for individuals and groups.
- To prepare and develop course, teaching materials, for both paper based and VLE, to support learner knowledge achievement within subject sectors.
- Be responsible for promoting and safeguarding (including Prevent) the welfare of all learners for whom you have responsibility for or with whom you meet and adhere to Cogent's Safeguarding policy.

### **Key Performance Indicators**

- Be adept at developing, producing, and sharing teaching resources.
- Be capable of delivering dynamic and effective lessons to engage learners at all age ranges both in a face-to-face environment and with the use of skype / webinar platforms remotely
- Be an innovative teacher capable of helping to develop a syllabus that caters for learners of differing abilities and experience in industry
- Have highly effective communication skills for dealing with learners who may have been out of education for some time

### **Knowledge Skills and Qualifications**

- **Good academic qualifications – Biology and Physics at level 4 or higher**
- **A teaching qualification at level 4 or higher**
- Functional skills level 2 English and Maths or equivalent (essential)
- Experience of delivering knowledge-based qualifications within an FE environment
- Understanding of Apprenticeship Standards
- Health & Safety, Safeguarding and ED&I practices
- Designing training programmes and developing curriculum responsive to the needs of employers/learners within the STEM sectors
- Understanding of Quality Standards i.e., Ofsted Education Inspection Framework, Matrix
- Experience of electronic learner tracking and monitoring systems e.g., Maytas, One file
- 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.

