

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
<b>Job title:</b>	<b>Work-based Learning Tutor</b>
<b>Service:</b>	Waverley Training
<b>Team:</b>	Work-based Learning (WBL)
<b>Location:</b>	Memorial Hall, West Street, Farnham, GU9 7EE
<b>Reporting to:</b>	Teaching and Learning Manager
<b>Responsible for:</b>	Teaching, Learning and Assessing
OUR ORGANISATIONAL VALUES	
<b>Openness</b>	In Waverley we value <b>openness and honesty</b> where <b>communication</b> is <b>clear and constructive</b> , and actions are <b>transparent</b> .
<b>Excellence</b>	In Waverley we value <b>excellence</b> , working in a <b>consistent</b> and <b>professional</b> way to achieve the highest standards possible, taking the time to recognise and <b>celebrate success</b> .
<b>Fairness</b>	In Waverley we value <b>fairness and respect</b> , working with <b>integrity</b> to ensure that everyone is treated well and has <b>equal access</b> to the <b>opportunities</b> available.
<b>Teamwork</b>	In Waverley we value <b>teamwork and collaboration</b> , with <b>approachable</b> staff <b>actively contributing</b> to our shared corporate goals.
<b>Taking Ownership</b>	In Waverley we value taking <b>ownership</b> , where everyone feels <b>personally committed</b> to issues at hand and is working towards a <b>positive outcome</b> .
PRINCIPAL PURPOSE OF THE ROLE	
To provide teaching, learning & assessment to our Work-based Learners and Apprentices within their employer premises. Managing a caseload and supporting learners to achieve their programmes within set time frames. Qualifications include vocational performance-based qualifications, technical knowledge qualifications as well as Functional Skills in Maths, English and Information Communication Technology (ICT). Each tutor will be responsible for delivering different main occupational areas.	

## MAIN DUTIES AND ACCOUNTABILITIES

- Teaching, learning, and assessing of learners primarily in their workplace
- Assessing learners work on the e-portfolio and giving detailed written feedback identifying strengths and what they need to do to improve
- Giving learners constructive verbal feedback to stretch and challenge them
- Supporting and managing learners to achieve their qualifications on time
- Delivering one-to-one and group sessions
- To action internal quality assurance and observation of teaching, learning & assessment feedback and to put in place improvement recommendations
- The accurate completion of paperwork and documentation
- Managing progress review meetings with learners and their managers to monitor learners progress including setting SMART targets and implementing action plans when learners are not making good progress
- Managing your caseload to ensure all learners are visited at least every 4-6 weeks and progress reviews are carried out a minimum of once every 12 weeks
- Marketing and recruitment of learners onto the programmes
- Carrying out Information, advice, and guidance sessions with learners to maintain learners' welfare
- Completing learner inductions including: Health & Safety, Equality & Diversity, Prevent, Safeguarding and British Values
- Carrying out Health & Safety checks of employers' premises
- Safeguarding learners and reporting all concerns to the safeguarding officer
- Familiarising yourself with and adhering to Education and Skills Funding Agency funding rules and contractual obligations
- Familiarising yourself with and adhering to Awarding Organisations policies and procedures
- Action planning potential leavers to reduce negative outcomes
- Invigilation of examinations both at Training Centre and in employers' premises
- Attending regular meetings as required
- Maintain own continuing professional development and responsible for keeping occupation knowledge up to date
- Motivate and inspire learners to achieve over and above their potential
- Building and developing relationships with employers and learners

### **Business Continuity**

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24-hour window

### **Health and Safety**

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed, and monitored as required

## DIMENSIONS OF THE ROLE

- Waverley Training Services contracts with the Education & Skills Funding Agency and are reviewed annually
- Preparation of contractual paperwork occurs daily

- Waverley Training Services works in partnership with Job Centre Plus, Colleges, Schools, and training providers to provide training opportunities
- Regularly inspected by a number of bodies including City & Guilds and OFSTED
- Staff are observed regularly to maintain quality assurance
- Audited both internally and externally

### AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- The postholder needs to have an innovative approach to training and development opportunities
- The postholder is responsible for decisions associated with recruitment of candidates, and monitoring of Learner progress, keeping employers updated, ensuring Health & Safety of learners, Safeguarding and Equality & Diversity plus quality of their teaching, learning and assessment of candidates

### PLANNING/ORGANISING/CONTROLLING

- Communicating with learners, teaching, and supporting them through their courses to ensure the best outcomes for the learners themselves, Waverley Training Services, and the Council as a whole.
- Direct accountability for the learners learning development

### CUSTOMERS AND CONTACTS

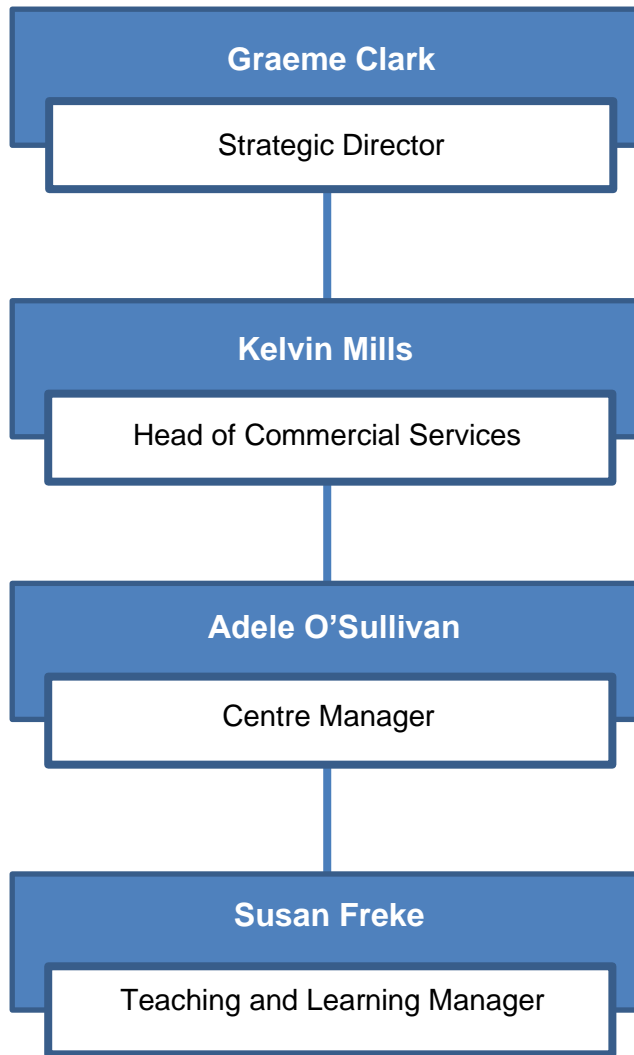
#### INTERNAL

- Waverley Borough Council staff, Learners on programme

#### EXTERNAL

- Education & Skills Funding Agency
- Awarding Organisations (AO)
- Employment services
- Employers
- Parents
- Other training providers

### SERVICE/TEAM STRUCTURE





## PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
<b>QUALIFICATIONS / EDUCATION / TRAINING / EXPERIENCE</b>	GCSE Maths A-C Grade GCSE English A-C Grade (or equivalent for these 2 subjects)	<b>A / C</b>	Teaching qualification at Level 4 or above	<b>A / C</b>
	Teaching qualification at Level 3 or Assessors qualification  If post holder has a Level 3 or the A1 Assessors Award, they will be paid at pay band 9 until Level 4 achieved. If at level 4, will be paid at pay band 8	<b>A / C</b>	Qualification for main occupational area(s) of delivery	<b>A / C</b>
	Good working knowledge of IT (including Word, Excel, Access, PowerPoint, internet, emails, mobile phones etc.)	<b>A / I</b>		
<b>KNOWLEDGE / TECHNICAL SKILLS</b>	Experience of working in the required occupational area(s) of delivery	<b>A / I / E</b>	Knowledge of Safeguarding	<b>A / I</b>
	Experience of teaching one to one & in groups	<b>A / I</b>	Health & Safety qualification	<b>A / C</b>
	Ability to motivate and develop learners.	<b>A / I</b>	Marketing experience	<b>A / I</b>
	Ability to work effectively with minimum supervision	<b>A / I</b>		
	Ability to be flexible and to participate in all types of project work	<b>A / I</b>		

	Ability to develop & promote commercial atmosphere within the unit	A / I		
<b>COMMUNICATION</b>	Clear and professional	A / I		
	Ability to understand people at all levels	A / I		
<b>CUSTOMER SERVICE</b>	Understanding of and commitment to promoting equality and diversity in service delivery and employment	I		
<b>TEAM WORKING</b>	Supporting and helping others	A / I		
	Collective goals	A / I		
<b>MANAGING SELF AND OTHERS</b>	Manage caseload	A / I		
	Manage admin for role	A / I		
	Setting targets for learners	A / I		
<b>CAN DO APPROACH / ACHIEVING RESULTS</b>	See the job holistically and strive to achieve beyond expectations	A / I		
	Using initiative	A / I		
<b>SPECIAL REQUIREMENTS</b>	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop, or tablet	A		
	DBS police check	D		
	Ability to travel between WTS and employers' premises throughout Surrey, Hampshire, and surrounding areas	A / I		

#### How assessed

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

## Disclosure and Barring Service

Due to the nature of the work, this post involves a check on an individual's criminal background. The check is carried out through the Disclosure and Barring Service (DBS, previously CRB). Any offer of employment will be subject to receiving satisfactory clearance from the Disclosure and Barring Service.

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<b>Job title:</b>	Work Based Learning Tutor	<b>Post no:</b>	AC05
<b>Service:</b>	Commercial Services	<b>JE score:</b>	
<b>Team:</b>	Waverley Training Services	<b>Pay band:</b>	8 or 9 depending on qualification
<b>Location:</b>	Farnham Memorial Hall	<b>Position type:</b> (if part time, working pattern)	Full or part time 30 to 37 hours per week
<b>Competencies: (level 1 – 4)</b>	Communication:	<b>3</b>	
	Customer Service:	<b>3</b>	
	Team Working:	<b>2</b>	
	Managing Self and Others:	<b>2</b>	
	Can do approach/Results	<b>2</b>	
<b>REVIEWED BY:</b>	<i>Sarah French</i>	<b>DATE:</b>	20/06/17
<b>CHECKED IN:</b>	HR	<b>DATE:</b>	
<b>LAST UPDATED:</b>	August 2022	<b>DATE:</b>	