

Kent County Council  
Job Description: *Study Programme Tutor*

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<b>Directorate</b>	<b>Children, Young People and Education</b>
<b>Unit/Section</b>	<b>Community Learning and Skills (CLS) / Kent Training and Apprenticeships</b>
<b>Grade</b>	<b>KSF</b>
<b>Responsible to</b>	<b>Study Programme Curriculum Leader</b>

**Purpose of the Job:**

As a Study Programme Tutor, your primary mission is to guide, support, and empower students on their educational journeys. You will play a pivotal role in facilitating their academic growth, personal development, and career aspirations/goals by providing impartial Career and Education Information, Advice and Guidance. Your purpose encompasses several key responsibilities that contribute to the overall success of our educational institution and the students we support.

You will provide innovative and effective, negotiated learning experiences which enable learners to meet their goals within an inclusive environment that supports all individuals. You will provide effective and ongoing pastoral support. You will support recruitment and engage people onto education programmes for young people. You will support their progression onto Traineeships, Apprenticeships, further education or employment.

**Accountabilities:**

1. To deliver individualised academic guidance, ensuring that each student's learning experience is tailored to their unique needs, goals, and abilities which meet funding criteria. This includes helping them select appropriate courses, set academic goals, and track their progress.
2. To deliver engaging and effective classroom or online instruction across a range of ability groups, fostering a positive and inclusive learning environment. You will create lesson plans, facilitate discussions, and utilize various teaching methods to promote student achievement and critical thinking. Offer ongoing support, both academically and personally, to help students overcome challenges and obstacles. This may involve assisting with study skills, time management, and providing pastoral support.

3. Stay current with advancements in education, completing Continuing Professional Development and best practices to enhance your teaching methods and contribute to the continuous improvement of our programmes.
4. To collaborate with colleagues to develop and update curriculum materials, ensuring they align with industry standards and evolving educational trends. Your input will contribute to the enhancement of our study programmes.
5. To evaluate student performance through assignments, quizzes, exams, and other assessment methods. Provide constructive feedback to help our learners improve and excel in their programme.
6. To assist young people in exploring potential career paths, opportunities, and job placements. You will help them make informed decisions about their future and develop the skills needed for success in their chosen field.
7. To organize and participate in extracurricular activities, workshops, guest speakers and events that enhance the overall student experience. These activities will foster a sense of belonging and community among students.
8. To complete administrative responsibilities, during and after courses, related to class attendance, outcomes, and record-keeping to ensure the smooth operation of study programmes (e.g. completion of registers, marking work, monitoring absence, completing funding documentation and accreditation requirements) to ensure all KT&A and awarding body quality procedures and funding drawdown requirements are met.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate

## Kent County Council

### Person Specification: *Study Programme Tutor*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Key Skills/Functional Skills at Level 2 in English, maths or equivalent.</li><li>• Relevant occupational qualifications</li><li>• Teaching qualification (minimum PTTLs/AET) or equivalent</li><li>• Assessing qualification (TAQA/ A1 or equivalent) or working towards</li><li>• Professional CPD</li><li>• IQA Award or willingness to complete.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience in relevant occupational area</li><li>• Experience of teaching, learning and assessment functions.</li><li>• Experience of developing high quality individual learning plans.</li><li>• Experience of classroom management and teaching of mixed abilities (Entry Level to Level 2)</li><li>• Working with young people aged 16-18 (up to 25 with an EHCP) specifically those Not in Education, Employment or Training (NEET)</li><li>• Delivering Careers Education, Information, Advice and Guidance, job search and employability support.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent communication, interpersonal and presentation skills</li><li>• Good organizational and administrative skills</li><li>• Ability to design and deliver innovative teaching sessions</li><li>• A commitment to the promotion Equality and Diversity, and Prevent within all activities</li><li>• Competent in the use of technology to facilitate learning and data reporting</li><li>• Ability to engage and motivate unemployed young people aged 16-24</li><li>• Ability to use electronic learning systems, including Initial Assessment and E learning tools</li><li>• A Full UK Driving License – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability</li></ul>

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Effective teaching styles</li> <li>• Ofsted requirements and framework</li> <li>• Operational processes</li> <li>• Knowledge of current Government funding EFA/SFA streams and accredited learning</li> <li>• Good understanding of education programmes for young people and learners with high needs.</li> <li>• Awareness of Information Governance, Data Protection and confidentiality issues</li> <li>• Knowledge of KCC and national legislation relating to Health and Safety, Equality and Diversity, Safeguarding/Prevent, British Values, Ofsted requirements and other relevant statutory information</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>