

Kent County Council

Job Description: Tutor/Assessor - Business Administration

Directorate: Children Young People & Education
Unit/Section: Kent Training & Apprenticeships
Grade: KR8
Responsible to: Curriculum Leader

Purpose of the Job:

To teach, assess and support all learners to meet their learning and development aims. To embed contextualised English and maths throughout delivery. To ensure high quality, timely delivery of required programmes to meet key performance indicators, as directed.

Main duties and responsibilities:

1. Provide learner inductions in line with current requirements to include Health and Safety, Safeguarding and Equality and Diversity. Adhere to all policies and procedures of Awarding Organisations, funding partners and Kent Training & Apprenticeships.
2. Develop resources to include schemes of work and lesson plans as required. Deliver teaching, learning and assessment activities to meet requirements of awarding organisations and bespoke requirements of stakeholders. Ensuring that learners successfully complete the full framework and or relevant qualifications to meet SFA/Kent Training & Apprenticeships requirements.
3. To identify opportunities, and to embed, development of contextualised English, Maths and ICT skills within teaching.
4. Monitor all learners' progress and liaise with employers offering support to ensure learner retention and achievement and progression.
5. Provide learners' evidence/portfolios to the Internal Quality Assurer (IQA) for formative and summative IQA and respond to IQA requests, as relevant. Assist and participate in external verifier visits, external inspections and audit processes, as directed.
6. Process all documentation accurately and meet timescales, as directed.
7. Maintain occupational competency in own and wider occupational areas, as relevant and agreed with line manager, through Continuous Professional Development.
8. To proactively engage with employers supported to recruit new apprentices and feed the apprenticeship pipeline.
9. Attend and contribute to monthly team and/or standardisation meetings and meetings called by management
10. Any other work required by management to ensure quality, maximise funding, recruitment and achieve target success rates.

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

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Person Specification: Tutor/Assessor

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 2 or above in English, maths and ICT or equivalent. • Relevant occupational qualifications • Teaching qualification (AET) or equivalent • TAQA L3, (A1) (D32/33)
EXPERIENCE	<ul style="list-style-type: none"> • Experience in relevant occupational area • Experience of teaching, learning and assessment functions.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Well organised and self-motivated • Excellent communication, interpersonal and presentation skills • Ability to design and deliver innovative teaching sessions • A commitment to the promotion Equality and Diversity, and Prevent within all activities • Competent in the use of technology to facilitate learning and data reporting • Ability to travel in a timely manner to meet the requirements of the service
KNOWLEDGE	<ul style="list-style-type: none"> • Up to date knowledge of skill area (legislation regulations and standards) • Up to date knowledge of relevant qualifications • Up to date knowledge of Health and Safety, Safeguarding and Equality and Diversity, IAG and GDPR
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Creative thinker • Adaptable positive approach to work • Committed to Continuous Improvement • Reliable with a strong interest in the future and adaptation to it. • Take personal and professional responsibility for your actions and performance • Flexible in terms of time

**BEHAVIOURS AND
KENT VALUES**

Kent Values:

- We are brave. We do the right thing, we accept and offer challenge
- We are curious to innovate and improve
- We are compassionate, understanding and respectful to all
- We are strong together by sharing knowledge
- We are all responsible for the difference we make