

# Job Description

**Title:** Poultry Farm Manager Tutor/trainer

**Reporting To:** Programme Manager

**Hours of Work:** Full Time or Part Time

**Holiday:** 28 days per year includes bank holidays

**Location:** East Anglia

**Division:** Tutor

**Salary:** £28,500-£32,000 per year

## About us:

We are a leading provider of vocational education and training, committed to empowering learners to achieve their career goals. Our dynamic team is dedicated to delivering high-quality teaching and support to help learners succeed in their chosen field.

## Summary of Role:

Predominately, the role of an Agriculture/Poultry Tutor is to provide inspirational teaching and learning to learners to support learners progress towards achievement of the overall Apprenticeship standard and on some occasions, the individual Work-Based Diploma.

Delivery may take place within the learner's workplace, in their vocational learning setting, classroom based or remotely on zoom.

## Role Responsibilities:

- Deliver a full range of work-based training to both Level 2 and Level 3. This must be of a high-quality teaching, learning and assessment either in a classroom setting to a group or a learner's individual workplace on a one to one basis.
- Set teaching, learning and assessment plans using a variety of resources, utilising and documenting all delivery of the Apprenticeship standard and Work-Based Diploma within our electric portfolio.
- Use the learning resources and support materials and map progress against each learning aim on our electronic portfolio system.
- Deliver inspirational teaching, learning and assessment to promote high levels of student satisfaction and success. This includes, where possible, to embed the vocational subject area of the learner within teaching methods for Work-Based Diploma and Apprenticeship standards.
- Participate in the observation of teaching and learning and embrace areas for improvement positively.
- Participate in the development of a range of teaching resources to effectively support learners in an engaging way, linking to their individual needs and assessment methods to meet the requirements of awarding bodies, expected standards and address learner individual needs

- Provide timely and effective feedback, through high quality marking to learners to contribute to learner development across the Work-Based Diploma and Apprenticeship standards.
- Share best practice in teaching, learning and assessment and provide support to colleagues through team meetings, one to ones etc.
- Reflect on teaching, learning and assessment practices to continually quality assure and quality assure.
- Participate in the delivery of accredited and bespoke short courses (remotely and face to face) to meet the needs of the Apprentice and industry standards.
- Participate in the observation of teaching and learning and embrace areas for improvement positively.
- Participate in the development of a range of teaching resources to effectively support learners in an engaging way, linking to their individual needs and assessment methods to meet the requirements of awarding bodies, expected standards and address learners' individual needs.
- Provide timely and effective feedback through high quality marking to learners to contribute to learner development across the Work-Based Diploma and Apprenticeship standards.
- Complete tripartite reviews on a timely basis with learners and employers.
- Maintain up to date and accurate training records and overview of learner progress for your caseload on our electronic portfolio system.
- Track and record learner progress effectively to ensure learner's make progress from their start points.
- Track and record learner achievement to make sure of the timely assessment, prior to their end date, for learners across both the Apprenticeships.
- Network with staff within the Apprenticeship Provision and Work-Based Diploma to enhance delivery, promoting stretch and challenging activities as required with all learners.
- Provide information, advice and guidance to learners and prospective learners to support them in meeting their next aspirations and career goals.
- Attend meetings as identified by Line Manager.
- Undertake continuing professional development (CPD).
- Exceed Training Provider's standards and share good practice, assisting with other members of staff as required.
- Maintaining an awareness of ESFA and Ofsted requirements and ensure activities reflect this.
- Be aware, maintain an awareness and actively promote safeguarding of all learners, and report any concerns to the Designated Safeguard leads.

# Personal Specification

## Education & Qualifications:

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### *Essential*

- Teaching qualification e.g. PGCE/ Cert Ed or equivalent or willing to work towards within an agreed timescale
- A&V Awards (or equivalent Assessor/ Verifier qualifications)
- Be occupationally competent or have recent relevant experience in a number of the specific assessing areas (Hatchery, Broiler, Breeder, Grower, Egg Production or Rearing)
- Level 3 in either Maths, English or ICT, Level 2 in the remaining.

### *Desirable*

- Hold a Level 4 TAQA qualification
- Degree at Honours level in a related subject
- Experience of delivery of Functional Skills (English and Mathematics)
- Be occupationally competent or have recent relevant experience in all specific assessing areas (Hatchery, Broiler, Breeder, Grower, Egg Production and Rearing)

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## Personal Attributes

- Presentable and professional appearance
- Ability to work as part of a team
- Ability to work to quality standards
- Excellent interpersonal skills
- Approachable
- Person centred approach
- The capacity to communicate effectively both verbally and in the written word at all levels
- Enthusiastic and self-motivated
- Ability and willingness to work flexibly

## General:

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- An understanding of and positive approach towards 'safeguarding' and a willingness to embed within the Training Provider
- An understanding of health and safety requirements of a working environment and willing to fully implement all aspects
- An understanding of equal opportunities issues and willing to positively promote equality, diversity and inclusion within an educational context
- Willing to apply for Disclosure and Barring Service clearance at Enhanced level
- Willing to complete external work placement visits

## Other:

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- Possess a current driving licence or willing to travel as required by other means

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*This position is likely to involve working with young and vulnerable people and is therefore exempt from the Rehabilitation of Offenders Act 1974. If selected for interview, applicants will be given the opportunity to provide information on any previous convictions including those, which, in other circumstances, would be thought of as spent. Any information will be kept confidential, will only be disclosed to relevant and sufficiently senior parties and may not necessarily prevent a person undertaking the role. The successful applicant will be expected to undertake an enhanced Disclosure and Barring Service (DBS) check which must be renewed every five years.*

## Apply...

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To apply please complete the application pack and return to [staff.recruitment@poultec.co.uk](mailto:staff.recruitment@poultec.co.uk)