

# Job Description

**Title:** Leadership & Management Tutor

**Location:** Norfolk

**Reporting To:** Programme Manager

**Division:** Tutor

**Salary:** £25,000 - £32,000 depending on experience

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

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

## Summary of Role:

A Leadership & Management Tutor who is part of the Business & Management team and is responsible for the development, delivery and evaluation of Leadership and Management Apprenticeship Training.

## Role Responsibilities:

- Manage the delivery of learning programmes for an agreed caseload of Apprentices, delivering on other learning provision as required.
- Connect information gathered from Initial Assessments with employer's and learner's needs to plan meaningful learning programmes which meet internal and external stakeholder's standards for all aspects of a learner's programme.
- Plan and develop learning opportunities for all aspects of the learner's programme with the agreement of the learner and employer. Ensure plans are comprehensively detailed onto learner's Individual Training Plans and E-portfolio.
- Set challenging milestones and SMART targets which are shared with the employer and all relevant delivery/support staff.
- Facilitate the delivery of planned off-the-job learning and assessment activities, as identified within the learner training plan and course schemes of work, through detailed activity plans covering all elements of the learner's programme.
- Embed English, maths into learning throughout the learner's programme, fully utilising technology within delivery e.g. video conferencing or online learning.
- Coordinate, monitor and record the delivery of on-the-job learning, in conjunction with the employer.
- Coach learners and employers in readiness for Gateway and End Point Assessment. Provide preparation and mock activities for Gateway, EPA and each of the planned learning and assessment milestones included in their training plan. Develop learner's professional presentation skills and interview techniques.
- Support and mentor all learners on caseload to achieve English and maths Functional Skills, where necessary, through existing resources within set timescales. Champion English and maths skills within the curriculum for all learners on caseload and empower learners to develop deeper abilities in both subjects.

- Coach learners to develop skills beyond the curriculum to ensure a passion for life-long learning and that their long-term career goals can be achieved.
- Undertake regular tri-party Progress Review meetings which include every aspect of the learner's programme updating training plan's as necessary. Liaise with all delivery and support staff involved to ensure a holistic review which sets clear short, medium, and long-term SMART targets that directly relate to progress.
- Maintain timely, detailed and accurate ePortfolio and central records of all learner activities throughout the journey to achievement, ensuring that records are detailed and current in preparation for monthly reporting.
- Risk assess each learner's progress, attendance and output, apply a RAG rating to ensure additional support sessions are delivered where requirements are not being met and that all learners achieve within their planned completion date.
- Produce detailed monthly RAG reports for use in one-to-one meetings with line manager.
- Be responsible for ensuring the learning programme for each learner on caseload is successfully delivered.
- Maintain consistently high levels of attendance, retention, overall and timely achievement for all learners in order to meet the teams/Strategic Growth.
- Establish and maintain productive working relationships with employers and their staff, acting as their key account manager for the employer, providing excellent customer service with each interaction and attain high-level satisfaction within customer service feedback survey.
- Maintain a consistently high standard of professionalism and practice which is measured through performance observations by internal staff members.
- Ensure internal and external quality assurance standards are fully met at all times e.g. Ofsted & Awarding Organisations.
- Proactively undertaking regular relevant updating maintaining currency of expertise in line with delivery areas. Take responsibility for own Continual Professional Development (CPD) updating professional values and attributes, knowledge and understanding and skills. Maintain accurate, up-to-date record of CPD and report on this annually or as required ensuring the minimum hours are undertaken and recorded.
- Actively Participate in meetings, planning activities and standardisation activities as required.
- Enthusiastically promote the equality, diversity and safeguarding to learners (including British Values and PREVENT).
- Demonstrate a commitment to all policies and procedures.
- Be responsible for own health and safety at work and comply with health and safety policy at all times. Adhere to the Risk Management Policy and notify the line manager of any identified risk.
- Any other duties required.

## Qualities & Attributes:

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### *Essential*

- Customer focused approach
- Professional attitude and approach
- Pro-active and solution focused approach to problem solving
- Self-awareness and reflective thinking
- Calm under pressure with a resilient approach
- Diplomacy, tact and integrity and with due regard for confidentiality
- Promotion of a safe learning environment, including an awareness of potential safeguarding issues

## Attitudes:

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### *Essential*

- Embeds and promotes equality, diversity and respect through all aspects of the role
- Positive and can-do attitude towards work
- Actively participates in continued professional development
- Flexible approach to meet changing needs

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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)

# Personal Specification

## Education & Qualifications:

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### *Essential*

- Good standard of education
- Level 4 or above Leadership and Management qualification
- Evidence of CPD in the past 3 years
- Teaching qualifications or evidence of training at Level 4 within the last 3 years

### *Desirable*

- Maths and English to Level 2 equivalent
- Assessor and/or Internal Verifier Award
- Membership of a professional body

## Technical Knowledge & Experience:

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### *Essential*

- Experience of working in a Leadership or Management role within the last 3 years
- Proven knowledge of current industry practices including legislation and policy

### *Desirable*

- Knowledge of the QCF framework and level descriptors

## Skills:

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### *Essential*

- Strong written and oral communication skills
- Proficient IT skills including MS office packages
- Excellent presentation skills
- Strong planning, organisational and time management skills
- Capable to work under pressure and to deadlines
- Able to adhere to rules, regulations, policies and procedures of awarding bodies
- Adept at working autonomously and managing own workload in line with awarding body timelines
- Able to effectively establish and maintain positive working relationships with a wide range of people both internally and externally.