

Capital City College Training Job Description and Person Specification

Post:	Hourly Paid Employability Tutors
Contract:	ESF Academies
Reporting to:	Programme Manager
Responsible for:	Delivery of relevant recognised qualifications
Salary:	£26.83 (Unqualified lecturer) - £28.47 (Qualified Lecturer)

Key Purpose

To undertake training, assessments, and reviews within the occupational area(s), to include Occupational Qualifications, Functional Skills, English, Maths, and ICT where required to achieve Capital City College Training outcome targets.

To coach, mentor and assess the professional competency of learners within the workplace or College, whilst supporting them towards a nationally recognised Standard & qualification and on the job progression to meet the end point assessment and identify progressions routes. The overall purpose of the role is to support, mentor, coach, deliver and assess Learners to develop their Knowledge, Skills, and Behaviours to successfully progress into their chosen progression route.

Main Duties and Responsibilities

- Provide a structured and appropriate training and development programme for employability for students attached to the ESF Academies Digital, Creative, Green and Hospitality.
- Create and develop Innovative lesson plans and resources that are relevant to the Academies including accredited and non-accredited learning helping students progress into the industries.
- Plan and deliver induction and industry-relevant skills, knowledge and behavior training, development sessions and employability both face to face and online; conduct learner observations, plan assessments, and collate evidence of learning.
- Ensure performance is updated on learners and progress reviews with line managers, Students and Job and Careers Advisors so next steps can be planned.
- Provide feedback to the learner on progress against knowledge, skills, and behavior's relevant to the standard and relevant qualifications.
- Communicate effectively with students using appropriate tools and actively encourage student engagement with their programme using the resources available.
- To ensure Functional Skills ICT, Math's and English are embedded within the delivery where appropriate.

- Ensure all documentation is fully compliant with internal and external quality assurance standards.
- Deliver both classroom and blended learning programs.
- Ensure a professional and positive working relationship with internal and external customers and continually strive to exceed customer expectations.
- Always adhere to the company's policies and procedures, including Equal Opportunities, Quality, Health and Safety and IT.
- Manage own professional development and undertake necessary training as identified in appraisals /performance reviews.
- Carry out any other such duties as may reasonably be required by the organization.
- Contribute to the development of appropriate programme systems and processes.
- Other activities as and when required by CCCG
- Attend all mandatory standardization and CPD events as required and update via CPD records and PRD process.

Expectations of the Post Holder

- To demonstrate model behaviours that, always, are consistent with an open, inclusive, and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To always carry out his/her duties with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week, but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Educated to degree-level or other equivalent and/or relevant industry competency and experience across a number of qualifications	X	
	Must be fully or part A1/V1 Qualified - must hold current and up to date A1 Assessor/V1 awards or equivalent Teaching qualification minimum level PTTLs	X	
	Must be able to travel to multi-site locations	X	
	Level 2 Functional Skills ICT, English and Math's	X	
	Industry relevant accreditations or certificates		X
Knowledge / Experience	Significant Practitioner experience relevant to the industry especially in areas covering Digital, Creative, Hospitality and Green sectors.	X	
	Experience of managing Relationships	X	
	Coaching/ mentoring both formally and informally	X	
	Experience in teaching at the graduate or professional level or of delivering training and seminars in a commercial context, relevant to the discipline		X
	Work Place Training		X
	Experience working in an academic environment		X
Skills / Abilities	Excellent written and verbal communications skills	X	
	Excellent presentation skills	X	
	Excellent customer services	X	
	The ability to effectively plan, organise and prioritise workload	X	
	Ability to communicate professionally and work closely with and support all stakeholders	X	
	Excellent all round IT skills, e-portfolio(Internet, Intranet, databases, MS Word, MS Excel)	X	
	Self-motivated	X	
	Experience of working autonomously and managing own workload efficiently	X	
	An ability to take responsibility to develop own knowledge and skills	X	
	Ability to negotiate and influence outcomes	X	

