

Capital City College Training Job Description and Person Specification

Post:	Employability Tutor
Contract:	HPL
Reporting to:	Business Operations Delivery Manager
Salary:	£24.71 unqualified - £26.78 qualified per hour (holiday excluded)

Key Purpose

You will be responsible for delivering a range of Vocational Employability courses. Vocational Employability courses are short courses but delivered Full Time between Mon - Fri. Courses are delivered across various sites in Victoria, Regent's Park and Tottenham where we have training rooms. There may be occasional courses on partner premises or online, as required.

We are looking for tutors who can join the team to deliver the following

- Employability L1
- Cleaning and Support Services /Facilities Services L1
- Digital Skills at Entry Level 3 and Level 1
- IT Skills L1
- Customer Service Level 1

Main Duties and Responsibilities

- Knowledge of the qualification standards
- Understanding the assessment requirements
- Experience of coaching learners as required by the Awarding Organisation.
- Planning the assessment process with learners and other persons involve
- Assessing learners to meet the assessment requirements within the agreed timescale
- Reviewing the learner's initial assessment results and develop a learning plan to ensure the learner completes their programme
- Supporting learners with different requirements during the learning and assessment process
- Agreeing realistic and achievable assessment plans/deadlines
- Using a variety of assessment methods as appropriate
- Marking work within the college timeframe
- Ensuring the assessment records are accurate and up to date and provide an audit trail of evidence
- Working with employers and JCP as required
- Contributing to standardisation arrangements so that your assessment decisions are in line with others

Expectations of the Post Holder

- Actively participate in standardisation meetings (attending a minimum of three per year) and performance reviews.
- Take part in the college Lesson Observation scheme
- Provide schemes of work / course outlines and lesson plans, as required
- 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 carry out his/her duties at all times 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 have variable hours per week which may include working early mornings, evenings 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.

EDI

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

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	With appropriate experience and qualifications reflecting a background in employability skills	X	
	You will have a teaching qualification or the commitment to undertake one during the first term of contract.	X	
Skills / Abilities	You must have the ability to communicate with students and to motivate and support them in their studies and progression and be able to work with students with a wide range of barriers to employment.	X	
	Good time management skills to deliver and assess within the required timeframe	X	
	Experience of on-line delivery		X