

JOB TITLE:	TUTOR
WORK LOCATION:	CROSS COMPANY LOCATION
RESPONSIBLE TO:	Centre Manager

Mission

Aim to offer young people an overall learning experience that prepares them for the ability to function in adult and working life.

Nova training shares a commitment to safeguard and promote the welfare of children young people and vulnerable adults and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce

Job Purpose

- To carry out all duties in accordance with the Common Inspection Framework (2009) requirements, the LLUK Overarching Professional Standards for Teachers, Tutors and Trainers in the Lifelong learning Sector (2007) and the National Occupational Standards for Learning Delivery (2010)
- To work towards and achieve targets set by NOVA and the SFA relating to all aspects of the Foundation Learning (FL) framework, with particular emphasis on embedding Functional Skills (FS).

Main Duties & Responsibilities (General)

- Plan individual learning to meet learner needs and ensure lesson plans are prepared prior to learners attending
- Create conditions in the training centre(s) which will help to develop the abilities, skill and confidence of each learner.
- Empathise with, engage and motivate learners across all programmes.
- Ensure that all aspects of HASAW are understood, maintained and extended to learners, staff and visitors.
- Ensure that NOVA's policy on Equality and Diversity is implemented at all times.
- Ensure that Nova's policy on Safeguarding and Every Child Matters is implemented and strictly adhered to at all times.
- Support the implementation of the Foundation Learning (FL) and Functional Skills (FS) Strategy.
- Plan embedded learning for groups and individuals. Embed FS at every opportunity to meet learner needs.
- Ensure that learners have access to appropriate employment and personal skills training.
- Work collaboratively with Learning mentors using verbal and written reports to ensure accurate and timely progress reviews, to meet the requirements of awarding and funding bodies.
- Regularly assess learners work on relevant qualifications to awarding body criteria.

- Planning, preparation and delivery of FS embedded sessions alongside all other FL qualifications
- Embed and deliver FS throughout the 3 strands of FL – Functional Skills, Vocational and Personal and Social Development (PSD).
- Develop and assess FS to the appropriate levels to support the learners' ability to work confidently, effectively and independently in life and work.
- Ensure that discipline is maintained at all times and that learners are supervised appropriately.
- Ensure that learners are involved in the decision making process, either as individuals or in groups through learner forums, surveys, lesson evaluations etc.
- Teamwork is a vital aspect of the success of NOVA as an organisation and all members of staff will be expected to take an active part in team meetings, curriculum development, standardisation across all programmes.
- Develop delivery in order to maximise progression opportunities for learners.
- Ensure the smooth running of the payments system for learners where applicable.
- Managing resources and ensuring the security of equipment and materials.
- Keep learner records accurate and up to date following compliance with funding body requirements.
- Cover for absent staff.
- To contribute to the 'Self Assessment Process' by working within the guidelines of the Common Inspection Framework
- If necessary, Tutors will be required to transport learners to and from the Training Centre accompanied by another tutor at all times.
- Where necessary, vocationally competent tutors will be required to assist in the maintenance of property and Company vehicles.
- Staff should conduct themselves in a professional manner at all times and must abide by all Nova policies as referred to in the employee handbook and communication strategy.
- There is a mandatory requirement for all staff to attend 2 'away days' with Nova per year.

Training and Personal Development

- NOVA has a training strategy and all staff are expected to participate in training where appropriate.
- Support and review sessions should be used to identify any training opportunities/needs and plan future training.
- To work towards and maintain own English, Maths and ICT at Level 2.
- To be responsible for the maintenance of your own CPD as directed by IFL standards and to keep a reflective log of any CPD activities as appropriate.
- All staff should be appropriately qualified in their vocational areas.
- An enhanced CRB check is a mandatory requirement for all staff.