

Job Description

Job Title:	VOCATIONAL SKILLS & EMPLOYABILITY TUTOR
Please note:	Where Staff work at dual sites, both sites will be regarded as your normal places of work and the company will not contribute towards travel costs from your home to either of these sites
Responsible To:	Centre Manager

Mission

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 educate, safeguard and promote the welfare of children young people and vulnerable adults and expects all its 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 learning and achievement, safeguarding, providing equal opportunities for all and valuing diversity amongst our workforce.

Job Purpose

- To carry out all duties in accordance with the Common Inspection Framework (09/2012) requirements, the LLUK Overarching Professional Standards for Teachers, Tutors and Trainers in the Lifelong learning Sector (2010) and the National Occupational Standards for Learning Delivery (2010)
- To work towards and achieve targets set by NOVA and the EFA relating to all aspects of Study Programme frameworks, by delivering vocational qualifications from a range of subject areas and also by delivering Employability, Enrichment and Pastoral (EEP) sessions to a defined cohort of learners.
- For Vocational qualification delivery you will deliver a minimum of two vocational areas from Business Administration, Customer Service, Retail and Hospitality.. You will also visit learners in their workplace to review progress, set targets and assess work undertaken.
- For EEP delivery, you will deliver sessions in Employability, Work Preparation, Personal and Social Development, Enrichment and Pastoral subjects.
- Functional Skills must be embedded in all sessions

Main Duties & Responsibilities (General)

- Achieve company KPI's and Individual Performance Plan.
- Plan individual learning to meet learner needs and ensure lesson plans are prepared prior to learners attending and are linked to overarching Schemes of Work
- 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



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MISSION STATEMENT: To create and sustain an environment where staff can deliver an innovative, challenging, quality, exciting and inspiring learning experience that meets the needs of learners, non-learners and employers in the local community.



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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 delivery of the Functional Skills (FS) Strategy.
- Plan embedded learning for groups and individuals. .
- Ensure that Functional Skills are embedded in all lessons.
- Work collaboratively with peers 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 to awarding body and Ofsted CIF criteria.
- Planning, preparation and delivery of all sessions in line with company process and procedures.
- Embed and deliver FS following the Study Programme ethos, ensuring learners develop an awareness of employability skills, vocational opportunities and PSD issues whilst acquiring Vocational qualifications.
- Develop and assess qualifications 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 voice forums, surveys, attendance at Standardisation and Curriculum Review sessions 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.
- Managing resources and ensuring the security of equipment and materials.
- Keep learner records accurate and up to date following compliance with funding body and Ofsted 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.
- 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.



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Training and Personal Development

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- 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
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Personal Specification

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Attributes	Essential	Desirable
EXPERIENCE	<p>Relevant Vocational experience as appropriate for area of delivery.</p> <p>Teaching experience in 14-19 provision</p>	At least two years experience of delivering training or supporting young people (16-18), some of whom may have demonstrated attitude and or behaviour problems.
QUALIFICATIONS & TRAINING	<p>PTLLS minimum</p> <p>Level 3 vocational qualification (or evidence of occupational competence). TA element of TAQA (or A1)</p> <p>Level 2 literacy, numeracy, ICT skills.</p> <p>Full UK driving licence and access to a vehicle</p>	<p>Full Teaching Qualification i.e. Cert Ed, C&G 7307, CTLLS, DTLLS</p> <p>Full TAQA or V1</p> <p>IAG qualification.</p> <p>Current First Aid Certificate</p> <p>Full, clean UK Driving License</p>
ABILITIES	<p>To work to deadlines/targets and under pressure.</p> <p>To deal effectively with challenging behaviour.</p> <p>Excellent communication skills both written and verbal</p>	



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	<p>To work flexibly with a creative approach to meeting targets.</p> <p>Design exciting, inspiring lessons that encourage high levels of achievement.</p> <p>To build successful relationships with other staff, students and third parties.</p> <p>The motivation to encourage high levels of achievement .</p>	
<p>JOB CIRCUMSTANCES (eg mobility / late / early working)</p>	<p>Programme operates on a roll on, roll off basis.</p>	

Education is an ever-changing service and all staff are expected to participate constructively in NOVA's activities and to adopt a flexible approach to their work.

This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of NOVA.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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