

Job Description

Job Title:	TUTOR ASSESSOR (WBL)
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 tutor, train and assess learners to achieve in a work based environment.

Main Duties & Responsibilities (General)

- To train and assess learners in their work place.
- To conduct regular training and assessment visits and reviews with all learners in line with Nova requirements.
- Ensure appropriate documents and tools are used to record progress and achievement, complying with both contractual and internal requirements
- Ensure learner files and training plans are of a high standard of accuracy and are frequently updated and used as an integral part of the learners programme.
- Conduct training and assessment with the learner in the workplace, using national occupational standards and evidence requirements set by appropriate awarding bodies and sector skills councils to achieve their frameworks.
- Ensure on and off the job training is monitored and recorded showing learner progress and links to achievement.
- Ensure English, Maths and ICT are delivered and embedded in all programmes
- Undertake employer and learner surveys
- Ensure electronic learner tracking documents are updated regularly and barriers to progress identified.
- Provide appropriate support to learners to help them achieve
- To represent the company in all promotional activities
- To undertake any other relevant duties as specified by your line manager, commensurate with the level of this post.



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OUR VISION: Through a socially inclusive approach we will stimulate demand for learning from employers, young people and adults, improve literacy, numeracy, language and ICT skills so that individuals have the skills for employment and further skill development.

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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• West Bromwich • Willenhall • Wolverhampton

East Anglia: King's Lynn • Great Yarmouth • Thetford • Dereham • North Walsham

East of England: Cambridgeshire • Essex • Hertfordshire • Bedfordshire

Job Description



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 may be amended in light of the business needs of NOVA. The job description sets out the main duties. These may vary from time to time and do not necessarily require re- grading of the post.



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