



**Job Title: Construction Tutor – ESF/AEB**

**Reporting to: National Operations Manager**

**Role Overview:**

- To deliver an integrated programme of training, support and development to learners who are undertaking a qualification in Construction .
- Quality teaching and learning must be adhered to in line with Scheme of Works to ensure timely achievement of learner goals and qualifications in line with Company and Regulating Bodies KPI's.

**Principle Accountabilities:**

- To work with learners giving practical instruction and vocational experience in construction skills. This will include the building of a portfolio of evidence that meets Centre and Awarding Body requirements.
- Ensure that the learners have an effective learning experience by providing high quality information , guidance and advice thus enhancing their ability to retain, progress and attract employability
- Plan, review and deliver practical quality sessions giving comprehensible instructions to learners. This includes giving detailed verbal and written feedback to all course applicants
- To develop and create relevant course resources
- Prepare lesson plans and schemes of work for each course that is delivered and to be responsible for updating this course material as and when required
- Complete all portfolio paperwork in line with Centre and Awarding Body policy
- Support and guide learners in achieving any industry related permits to work in line with their vocational qualification
- Monitor attendance, punctuality and progress whilst building portfolios with learners and file learner's documentation as required. Assess learners work and cross reference against standards
- Ensure learners achieve a relevant construction qualification
- Understand and adhere to all responsibilities to ensure that the quality requirements of Ixion's Quality Assurance Framework, the prime contractor, funding body, Investors In People, OFSTED, DWP Quality Framework, or any other contract stakeholder, are maintained

## **GENERAL RESPONSIBILITIES:**

- Ensure that you work to the IXION Group's vision, values, objectives and priorities and are strongly committed to them
- Understand and adhere to all responsibilities to ensure that the quality requirements of IXION's Quality Assurance Framework, the prime contractor, funding body, OFSTED, DWP Quality Framework, or any other contract stakeholder, are maintained
- Promote the principles of Equality and Diversity and ensure that the policy is fully applied at all times
- Understand and be committed to all personal responsibilities under Health & Safety and Safeguarding procedures, and ensure that the policies are adhered to at all times
- Ensure that the Code of Conduct, Data Protection, Harassment & Bullying Confidentiality, Anti-Fraud, Data Security and all other policies of the Company are fully applied at all times
- Strictly adhere to all IXION processes and procedures
- Ensure individual expertise and subject area knowledge is up to date through Continuous Personal Development, including sharing good practice, engaging with training and acquiring / maintaining any individual qualifications required for the role.
- Work flexibly in the field and across offices, as and when directed by line manager.
- As necessary, and in addition to the above, undertake other activities commensurate with the nature of the post.

## **Core Competencies**

All IXION employees are required to demonstrate a number of core competencies

- Self management – manage workload effectively
- Relationship management – develop and maintain productive relationships with your Team, Management, Clients, Partners, Sub contractors and all key stakeholders.
- Customer and Employer focused – committed to understanding client aspirations, supporting their needs.

## **Attitudes & Behaviours**

- Represent IXION in a professional manner on all occasions.

- Strive to improve practice to be creative and innovative and work towards continuous improvement
- To adopt a co-operative approach to delivery by maintaining and promoting effective communications, sharing good practice across the organisation and with externally.

## **Experience and Qualifications required:**

### **Essential:**

- Evidence of supporting learners success
- Experience and ability to teach a broad base of construction
- Very good standard of oral and written communication
- Ability to meet targets and deadlines

### **Desirable:**

- Good organisation and administrative skills
- Commitment to Quality
- Ability to deal effectively and to communicate with people at all levels

## **QUALIFICATIONS REQUIRED:**

- PTTLS (Working Towards)
- TAQA
- Construction related qualification

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IXION is committed to safeguarding and promoting the welfare of all learners/customers, and expects staff to share this commitment.

All Roles will require a satisfactory DBS Disclosure check due to the nature of the work to be undertaken.