

Job Description

Job Title: Advanced Learner Loans – Tutor/Assessor

Reports to: General Manager

Salary: £25,000 - £28,000 (depending on experience)

Location: London

Purpose

This role is to support Level 3 Diploma in Nail Technology qualification through our Advanced Learner Loan contract. Ensuring there is effective learning delivered through a blended approach. The ability to be flexible and support learners remotely and face to face is essential, ensuring learners achieve their maximum potential throughout the programme.

To provide a varied programme of delivery in line with the required qualification specifications and offer an integrated programme of teaching, training, support mentoring and development of learners. Quality teaching must be adhered to in line with Awarding body standards and Scheme of Works to ensure the timely achievement of learner goals and qualifications as per Company and Regulating Bodies KPIs.

Main Duties and Responsibilities

1. Engagement with learners to deliver a high quality service – meeting KPIs set for starts, new sign ups, leavers and learner progression through to completion of qualifications.
2. Deliver qualifications across a range of awarding organisations where occupationally competent in accordance with the Quality Assurance process
3. Effectively maintain a caseload of learners (at agreed and specified level)
4. Highlight and where appropriate deal with learner issues and provide focussed learner support, identifying and providing additional learning support where required.
5. Develop and use a range of techniques and resources tailored to learner's individual needs – supporting them throughout their learner journey towards successful achievement and completion of qualifications.
6. Maintain learner information, ensuring quality and integrity of data which is accurately recorded and submitted efficiently to meet contractual requirements
7. Work with the direct line manager to maintain and improve the quality of delivery across all programmes – including success rates, observations of learning, performance management and taking part in relevant External Qualification Assurance visits.
8. Take an active part in Team and Standardisation meetings
9. Take an active role in preparation toward Ofsted inspections as well as taking part in Inspections as requested – This includes but is not limited to striving to achieve and maintain standards – including maintaining own CPD and maintaining occupational competence in areas of expertise.

10. To be accountable for sourcing each month an agreed number of Learner Starts (either for themselves or colleagues) and as agreed and monitored by their line manager and as part of the KPI performance measures of this role.
11. Identify new opportunities, referring learners as required to further progression, maximising direct delivery opportunities and maintaining caseloads.
12. Ensure all quality and compliance processes are fully adhered to in order to mitigate risks to funding and success rates and to ensure Ixion remains at least Grade 2 Ofsted standard.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

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| <p style="text-align: center;">Person Specification</p> <p style="text-align: center;">Job Title:</p> <p style="text-align: center;">(E=Essential D=Desirable)</p> |
| <p>SKILLS AND CORE COMPETENCIES</p> <p>All employees are required to demonstrate a number of core competencies</p> <ul style="list-style-type: none"> • Self-management – manage workload effectively • Relationship management – develop and maintain productive relationships internally and externally. • Customer focused – committed to understanding client aspirations, supporting their needs. |
| <p>Technical competency (qualifications and training) (E)</p> <ul style="list-style-type: none"> • Minimum of Level 3 Nail technology • Formal Teaching Qualification (PGCE, PTLL 's, CTLLs etc) • D32/33/A1 or equivalent training and assessment related qualifications • L2 or equivalent in Functional Skills Maths, English & ICT |
| <p>Experience (E)</p> <ul style="list-style-type: none"> • Sector knowledge and experience • Geographically able to work with learners in a required area • Proven ability in project planning and meeting time, cost and quality targets • Strong awareness and proactive approach to Health & Safety issues • Able to monitor and maintain records • Competent in use of IT including Microsoft Word, Excel and PowerPoint to intermediate user level • Experience/Knowledge of Government Funding streams i.e. Advanced Learner Loan delivery • Able to ensure contractual compliance and provide financial and performance information to agreed specifications |
| <p>Skills and Attributes</p> <ul style="list-style-type: none"> • Demonstrate up to date occupational competence • Full driving licence and full access to the use of a car (not necessarily required for London region) • Knowledge on Education Inspection Framework • Knowledge and understanding of appropriate quality and compliance frameworks e.g. Common Inspection Framework and Matrix |
| <p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> • 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 externally. |

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at an enhanced level (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)