



Job Title: Classroom Tutor

Reporting to: Head of Service AEB/ ESF

Role Overview:

Delivering an integrated programme of training, support and development to learners who require additional support with their Classroom and functional skills learning.

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:

- Provide an engaging stimulating and varied programme of delivery in line with the required qualification specification to include full delivery of all learning aims and/or functional skills embedded throughout the programme as appropriate.

Be responsible for IXION's Additional Learning Support Policy and Processes and ensure awareness of the policy and procedures across all delivery.

- Use a range of techniques and resources tailored to the individual's needs to support the learner throughout their learner journey towards achievement.

Manage a caseload effectively, including detailed completion of paperwork to comply with all SFA funding rules and Ofsted Regulations.

- Take an active part in Ofsted inspections including participation in all meetings, training and standardisations as deemed necessary by the company as well as completing and logging own CPD carried out in line with maintaining occupational competence in your area of expertise.
- Design, develop and deliver an integrated programme to ensure that levels of teaching and learning are high at all times. This needs to include use of a range of delivery methods to take into account individual learning styles of all learners.
- Contribute where necessary to the IXION Self Assessment process.
- Ensure that learner information is accurately recorded and that paperwork, including attendance registers, is submitted to the Administration team by the deadlines set to meet contractual requirements. Report any quality issues immediately.



- Take an active role in Team and Standardisation meetings as arranged by the company as well as actively developing yourself and your colleagues in line with company CPD rules.
- Be available to attend External Verifier visits which relate to the awards you deliver if necessary.
- Highlight and discuss learner issues providing focused learner support where required .
- Support the end-to-end service approach of the direct delivery team and, where required, assist other team members to ensure that all learners receive their certificates and portfolios in a timely manner.
- Contribute to the overall team achievement of profiled learner outcomes .
- Ensure that all activity complies with Ixion Holdings quality standards and any statutory and Awarding Body standards and requirements .
- Encourage occupational development of your learners via ongoing learning and development and promotion of IXION's services.
- Deliver qualifications across a range of awards where occupationally competent in accordance with the centre's Quality Assurance process.
- Ensure that all students receive the appropriate level of support they need and identify any additional learning needs where applicable.
- Work with the Head of Skills Quality and Internal Quality Assurer's (IQA) to maintain and improve IXION's quality framework across direct delivery programmes including observations of learning performance management and supporting the Self-Assessment process.

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 across offices, as and when directed by line managers.
- 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 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

- Minimum of Level 3 in Maths, English and ICT or be prepared to complete .



- Relevant occupational competence qualifications.
- Proven track record in training and assessment delivery, particularly in blended and a classroom based scenario's.
- Relevant teaching qualification (minimum PTLLS) or be working towards.
- Full UK Driving Licence and use of a car.

Desirable

- A1/V1 qualification or equivalent desirable.
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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 basic DBS Disclosure check due to the nature of the work to be undertaken.