



Job Description

POST: Tutor

HOURS: 37.5 hours per week

LOCATION: Brighton (with local travel)

SALARY: £26,000 per annum

ANNUAL LEAVE: 25 days + 8 bank holiday days paid holiday

PRIMARY JOB FUNCTION

This exciting and varied role will see you working on our new ESF Digital Upskilling Employees in the Workplace project. You will be responsible for the planning and delivery of digital qualifications to employees in the workplace. This will include qualification units such as Microsoft Word, Excel, PowerPoint and Digital Marketing. The purpose of the project is to improve the digital skills of the leaders, managers and staff teams of SMEs and micro businesses across the Coast to Capital LEP area.

This position is suitable for a self-starter who would enjoy a varied and fast paced role incorporating delivering learning provision. Performance will be measured against a set of Key Performance Indicators (KPIs) covering learner recruitment, retention, progress, timely reviews, successful completion and progressions. Quality will be monitored and measured through the organisation's comprehensive quality assurance and improvement arrangements.

You will require an Enhanced DBS Disclosure for this role, which the Company will pay for. A clean driving license and access to own car is also essential.

RESPONSIBILITIES

- Deliver classroom-based digital skills qualifications, both in our centre in Brighton and at employer premises.
- Effective interpretation of a range of initial assessment and diagnostic tools.
- Devising Learner Journeys/Action Plans taking into consideration various learning styles and individual learner needs.

- Contribute to on-going development of schemes of work and curriculum plans.
- Attend and participate in meetings and produce reports as requested.
- Attend training events / courses as required, maintaining own CPD and contribute to curriculum development.
- Be responsible for and effectively manage a caseload of learners.
- Maintain a high standard of training and ensure performance targets are achieved.
- Ensure learners understand the requirements of their programme.
- Provide ongoing advice and guidance to learners from enrolment to progression, along with signposting to external sources of support.
- Monitor and mark learners' work.
- Complete and maintain individual learning plans and progress reviews.
- At all times ensure that safe working practices are adopted in compliance with relevant health and safety procedures.
- Demonstrate commitment to equality of opportunity and treatment and comply with company policy and procedures and relevant legislation relating to equality and diversity.
- Coach, guide and encourage learners to give them the necessary skills, motivation and knowledge to progress.
- Facilitate effective timely reviews with learners and provide appropriate pastoral support to learners to enable them to complete their courses.
- To lead on engaging with external stakeholders and local businesses to ensure that learners are recruited and enrolled on the courses.
- Any other reasonable request or duties commensurate to the post.

PERSON SPECIFICATION

Qualifications

- Teaching qualification
- (i.e. PGCE, Preparing to Teach in the Lifelong Learning Sector)
- English and Mathematics qualification at Level 2

Experience

- Previous experience of delivering digital qualifications

Skills and abilities

- Excellent communication skills (oral and written) and effective interpersonal skills
- Excellent ICT skills
- Excellent organisational and administrative skills
- Able to work accurately towards targets and deadlines
- Personal qualities
- Ability to communicate effectively with learners from a wide range of abilities
- Ability to work as a member of a team
- Reliable, punctual and responsible
- Committed to inclusion

- Patient and understanding

Other

- Clean driving license and access to own car