

JOB TITLE: Study Programme Tutor

DEPARTMENT/TEAM: Study Programme

SALARY RANGE:

REPORTING TO: Study Programme Managers

RESPONSIBLE FOR: No one

JOB PURPOSE

To support Study Programme students throughout their time on programme by delivering high quality Employability and English lessons to enable them to develop skills/achieve qualifications and progress onto appropriate next steps in their development.

KEY DUTIES/RESPONSIBILITIES

Deliver high quality Employability/English lessons for students on the Study Programme and promote the development of digital skills.

Be involved in preparing schemes of work, lesson plans and related resources as required.

Provide pastoral support to students as and when required.

Enable students to develop their skills by ensuring that all work is marked, and constructive feedback is given.

Assess qualifications in a timely manner.

Monitor student attendance/retention and follow up accordingly, communicating with parents and/or carers

Carry out high quality progress reviews with student at the required intervals

Have knowledge of, and work towards the ETF Professional Standards.

Attend all training as required and keep abreast of all new developments in Study Programme/Functional Skills.

To work to NLTG's Equality and Diversity and Health and Safety Policies, ensuring that all accidents involving learners are reported and actioned as per the required procedures.

Adhere to NLTG's Safeguarding policies and procedures and undertake any Safeguarding training as required, reporting all safeguarding issues to the designated person.

Recognise, record and report allegations/disclosures of Safeguarding including concerns with regard to Prevent in line with NLTG Safeguarding procedures

OTHER INFORMATION

PLACE OF WORK: Old Bakery, Grange Lane, Accrington BB5 2BU. May change dependent on business needs.

WORKING HOURS: Mon-Fri 9-5

PROBATIONARY PERIOD: 12 months

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

NLTG is committed to safeguarding and promoting the welfare of learners and expects all staff and volunteers to share this commitment. All staff must adhere to NLTG safeguarding policies and procedures in line with training given and the arrangements detailed within the NLTG Employee Handbook

TRAINING AND PERFORMANCE MONITORING:

Initial Training Plan details training and developmental activities with mentor assigned to oversee progress. Employee will have minimum of 2 performance reviews per annum with at least 1 interim update of progress

STUDY PROGRAMME/TRAINEESHIP TUTOR WILL BE BASED AT OLDHAM OR BURY