

JOB TITLE: Apprenticeship Tutor

DEPARTMENT/TEAM:

REPORTING TO: Apprenticeship Manager

RESPONSIBLE FOR: No-one

JOB PURPOSE

To engage with Apprentices and Employers to provide a high-quality teaching and learning experience from initial assessment to end point assessment.

KEY DUTIES/RESPONSIBILITIES

Encourage and promote employer involvement in Apprenticeships

Ensure Apprentice and Employer expectations are fully explained and understood

Ensure Apprentices are eligible, suitable and committed to undertaking an Apprenticeship

Complete initial diagnostics on all Apprentices to identify skills gaps

Compile an appropriate learning plan for all Apprentices

Deliver high quality, effective and efficient teaching and learning activities

Carry out Apprentice support sessions in an efficient and timely manner

Report Apprentice or Employer concerns to your Apprenticeship Manager

Ensure Employer support remains appropriate at all times

Adopt a rigorous approach to saving potential early leavers

Deliver appropriate career advice, guidance and progression information

Make a positive contribution to improving your own/the team success rates

Contribute positively to business/team development/improvements

OTHER INFORMATION

Place of work: Bradshawgate House, 1 Oak Street, Accrington BB5 1EQ

Working hours: 35 hours per week (Monday to Friday)

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