

POSITION: Apprenticeship Tutor

TEAM: Leadership & Management

QUALIFICATIONS	ESSENTIAL/ DESIRABLE (E/D)	TO BE IDENTIFIED FROM: (AF/QC/I/E)
Occupational Qualification	D	AF/I/QC
PTLLS level 3	D	AF/I/QC
KNOWLEDGE		
Knowledge of Apprenticeships in Management	D	AF/I
Knowledge of Functional Skills	D	AF/I
Knowledge of industry legislation	E	AF/I
Awareness of Safeguarding legislation	D	AF/I
EXPERIENCE		
Minimum of 5 years' experience in an appropriate management role	E	AF/I
Experience of teaching, training and/or assessing learners	D	AF/I
SKILLS AND ABILITIES		
Teaching/training individual and/or groups of learners	D	AF/I
Presentation skills	E	I/E
Ability to plan a teaching/training session	E	E
Good Maths, English and ICT Skills	E	AF/I/E

CHARACTERISTICS		
Good interpersonal and communication skills	E	AF/I
Positive attitude/ Enthusiastic	E	AF/I
Good organisational/time management skills	E	AF/I
Team worker	E	AF/I/R
Self-motivated to achieve targets	E	AF/I/R
NLTG REQUIREMENTS		
Commitment to Equality and Diversity	E	AF/I/R
Good sickness and attendance record*	E	AF/I/R
Current Driving Licence	E	AF/I/QC

*NLTG does not want to appoint team members with a poor sickness/attendance record where there is no underlying medical reason.

This does not affect any individuals' rights under the Equality Act.

AF = Application Form

QC = Qualification Check

I = Interview

E = Exercise

R = Reference

This role falls under the scope of regulated activity	YES
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