



Casual Vocational Tutor

Location: Ealing, Greater London

Reporting to: Centre Manager

Contract: Casual Contract

Introduction:

Skills Training UK is an innovative skills provider offering a joined-up approach to business and economic development and social inclusion; working with employers to develop skilled and productive employees whilst creating employment for people in the communities where we work.

Purpose of the Casual Vocational Tutor role:

In this role you will be responsible for providing support to learners/customers to develop their knowledge and skills that are required in order to achieve the relevant qualification or level of competence. Trainers will also provide additional support to help our learners/customers access the appropriate resources and training opportunities to help them achieve their goals. You will be responsible for the planning, delivery and development of our Traineeship and Study Programme vocational courses which consists of Business Administration, Business Enterprise, Customer Services, Employability and Health and Social Care.

Job Tasks and Responsibilities:

- Classroom based delivery of Vocational courses at L1 and L2 as well as Work Skills, assessing learner portfolios.
- 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.
- Developing schemes of work and lesson plans as well as contributing to the on-going creation and development of new and innovative training materials/resources.
- Embedding Functional Skills throughout the delivery and documenting it in lessons plans/SOWs.
- Liaising with colleagues to offer learners the best possible progression route for further education, apprenticeships and employment.
- Achieving a minimum of Grade 2 in all internal and external inspections, monitoring visits and observations.
- Achieving minimum retention rate of 95% and success rate of 95% for accredited qualifications.
- Contributing to the enrolment of new learners if required.
- Attending curriculum working groups where necessary
- Administrating and completing paperwork associated with programme within required timescales.



Standard Responsibility Requirements:

- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- Evidence own progress and achievement using CPD
- Take appropriate responsibility to ensure the health and safety of self and others
- Advance and integrate equality and diversity throughout all activities.
- Skills Training UK is committed to the safeguarding and promoting the welfare of, young people and vulnerable adults and expects all staff to share and promote this commitment.

Required skills and behaviours:

- Thorough understanding of and empathy for all customer groups
- Knowledge of training processes
- Understanding of contractual requirements
- A commitment to and awareness of TQA (Total Quality Assurance)
- A determination to achieve and maintain the highest standards
- Effective presentation abilities
- Effective oral and written communication skills
- Problem solving abilities
- Planning and prioritising skills
- Detailed understanding of Skills Training UK Ltd.'s policies and procedures
- Sufficient knowledge of Health & Safety practices (good and poor practice)
- Attend meetings / seminars appropriate to your role as determined by your Centre Manager
- Maintain an awareness of the changing needs and standards within your area of responsibility
- Support other team members to increase their knowledge and awareness of changing needs and standards

Qualifications / Experience:

- Achieved a fully endorsed teaching qualification, PTTLs as a minimum, with relevant vocational qualification and/or experience.
- IT qualification desirable.
- Assessor qualification desirable.
- Excellent understanding of how to effectively interpret a range of initial assessment and diagnostic tools.
- Ability and experience of working with 16 to 24 years old, challenging learners with a wide variety of barriers from diverse backgrounds.
- Experience in delivering vocational qualifications.
- Robust classroom management skills.
- Experience and knowledge of Ofsted inspections desirable
- Good time management skills with the ability to meet deadlines.
- Excellent communication skills, oral and written.
- High standard of customer care
- Good organisational and administration skills



Skills Training UK

training in a different class

MUST HAVE A VALID DBS

The benefits of the role:

- Generous holiday allowance
- Excellent pension scheme
- Expenses
- Life Assurance
- Access to an Employee Assistance Programme

Equality of Opportunity:

Skills Training UK is fully committed to the principle and promotion of equal opportunities for all and opposes all forms of unlawful or unfair discrimination, direct or indirect. All employees are expected to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Skills Training UK wishes to ensure that it complies with the requirements of the Equality Act. If you are a disabled person, please ensure that we know what you need so that we can make reasonable adjustments to help you succeed.

Health & Safety:

Skills Training UK is committed to the health, safety and welfare of its employees and customers. Health & Safety should form an integral part of normal working practices and all employees are expected to recognise their responsibilities under the Company's Health & Safety policy.

Continuous Improvement:

Skills Training UK is committed, and all employees are expected to work proactively to secure continuous quality improvement and achievement of the highest possible standards.

Probationary Period:

Appointment will be subject to a probationary period of six months in the first instance in the case of new staff to Skills Training UK.

Disclosure and Barring Service (DBS) check:

For positions involving working with children and/or vulnerable adults, the successful candidate will be subject to an enhanced Disclosure check through the confidential process administered by the Disclosure and Barring Service. A conviction may not exclude candidates but will be considered as part of the recruitment process.

