

JOB PROFILE

TUTOR

RESPONSIBLE TO THE TEAM LEADER

Main duties

- To deliver structured training sessions to groups of learners and where necessary on a 1:1 basis;
- To design, prepare and develop teaching materials related to subject matter for the particular occupational area being taught.
- Producing session plans & schemes of work where appropriate.
- To assess learners' performance in line with Awarding Body requirements.
- To help individual learners with any difficulties they encounter with their learning;
- To keep up to date with relevant subject area(s) being taught through further training, or appropriate reading and private study.
- To carry out regular reviews with learners to the appropriate timescale.
- Updating NWT Management Information System accordingly and learner personal files.
- Attend team meetings, 1:1 performance reviews with Team leader.
- Meet targets set by Team Leader on a monthly basis.

Ensure continuous personal development in line with Company Business Plan.

Ensure your Team achieve a minimum 'good' for Key question 1 and participate as required in the achievement of a minimum of 'good' in Key question 2 and 3..

Manage and record your own professional development in line with the Company's Business Plan and Staff Development Plan.

Promote Equal Opportunities in line with Equal Opportunities Policy.

Ensure that all matters relating to Health and Safety are carried out in line with Company Policy and current legislation.

Assist in the Self Assessment Process and the achievement of the resulting quality development plans within your role as Tutor.

Undertake other duties as deemed appropriate at the discretion of the Chief Executive.

Reviewed June 2011