

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
<b>Job title:</b>	<b>Work-based Learning Tutor</b>
<b>Service/Team</b>	Commercial/Waverley Training Services
<b>Location:</b>	Memorial Hall, West Street, Farnham, GU9 7EE
<b>Reporting to:</b>	Teaching & Learning Manager
<b>Responsible for:</b>	Teaching, Learning and Assessing
OUR ORGANISATIONAL VALUES	
<b>Openness</b>	In Waverley we value <b>openness and honesty</b> where <b>communication</b> is <b>clear and constructive</b> , and actions are <b>transparent</b> .
<b>Excellence</b>	In Waverley we value <b>excellence</b> , working in a <b>consistent</b> and <b>professional</b> way to achieve the highest standards possible, taking the time to recognise and <b>celebrate success</b> .
<b>Fairness</b>	In Waverley we value <b>fairness and respect</b> , working with <b>integrity</b> to ensure that everyone is treated well and has <b>equal access</b> to the <b>opportunities</b> available.
<b>Teamwork</b>	In Waverley we value <b>teamwork and collaboration</b> , with <b>approachable</b> staff <b>actively contributing</b> to our shared corporate goals.
<b>Taking Ownership</b>	In Waverley we value taking <b>ownership</b> , where everyone feels <b>personally committed</b> to issues at hand and is working towards a <b>positive outcome</b> .
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> <li>To provide teaching, learning, and coaching of qualifications to work-based learners.</li> <li>Managing a caseload of work-based learners and supporting them to achieve their qualifications within set time frames.</li> </ul>	

Qualifications to be delivered include vocational knowledge and technical qualifications as well as Functional Skills in Maths, English and Information Communication Technology (ICT).

## MAIN DUTIES AND ACCOUNTABILITIES

- Managing a caseload of Learners.
- Planning and preparing suitable teaching, learning, and coaching sessions for all learners within caseload covering a wide range of technical knowledge.
- Delivering teaching, learning, and coaching sessions in both one-to-one and group settings for all Learners within caseload covering a wide range of technical knowledge.
- Supporting learners to fulfil the requirements of their role by providing them with the skills and knowledge required to carry out their allocated duties.
- Providing constructive detailed feedback, both written and verbally to support the identification of learner's strengths and areas for development.
- Assessing learners work via the e-portfolio system.
- Providing learners with the opportunity to stretch and challenge themselves through the setting of SMART targets.
- Identifying and supporting additional learning needs of individual Apprentices.
- Creating, agreeing, and implementing suitable action plans to minimise the number of early leavers.
- Completing learner qualification inductions including Health & Safety, Equality & Diversity, Prevent, Safeguarding and British Values.
- Ensuring all learners are visited at least every 4-6 weeks.
- Ensuring progress reviews are carried out a minimum of once every 12 weeks with all learners and their managers.
- Working with the Internal Quality Assurance team to ensure all feedback is understood and actioned in a timely manner.
- Ensuring all feedback from observations of teaching, learning & assessment is understood and actioned in a timely manner.
- Providing sufficient information, advice, and guidance to learners to support their welfare and continuous professional development in line with Matrix requirements.
- Safeguarding learners and reporting all concerns to the Designated Safeguarding Lead.
- Liaising with End Point Assessment Organisations to ensure timely completion of learners End Point Assessment.
- Familiarising yourself with and adhering to Education and Skills Funding Agency funding rules and contractual obligations.
- Familiarising yourself with and adhering to Awarding Organisations policies and procedures.
- Familiarising yourself with the requirements of OFSTED and conducting yourself in a manner that meets grade 2 or above.
- Completing all required paperwork and documentation correctly.
- Supporting the marketing and recruitment of learners onto the relevant qualification.
- Carrying out Health & Safety checks of employers' premises.

- Building, developing, and maintaining effective working relationships with employers and learners.
- Carrying out required IQA activities to support the Teaching team if the post holder holds the relevant qualification.
- Invigilating examinations both at Waverley Training Services and at the employer's premises as and when required.
- Attending and contributing to Team meetings.
- Attending and contributing to standardisation meetings.
- Attending and contributing to regular one-to-one meetings with your line manager.
- Maintaining own continuing professional development to ensure occupation knowledge is up to date.

### **Business Continuity**

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24-hour window.

### **Health and Safety**

- Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed, and monitored as required.

## **DIMENSIONS OF THE ROLE**

- Waverley Training Services contracts with the Education & Skills Funding Agency and are reviewed annually. This role is responsible for compliance through accurate completion of paperwork and documentation in accordance with agreed timeframes.
- Waverley Training Services are regularly inspected by OFSTED. This role is responsible for compliance with OFSTED teaching and learning requirements at grade 2 or above.
- Waverley Training services are required to hold and maintain the Matrix accreditation. This role is responsible for providing information, advice, and guidance to the required standard.
- Waverley Training Services are externally monitored on Key Performance Indicators by the Education and Skills Funding Agency and OFSTED. This role is responsible for the achievement of set Key Performance Indicators in regard to 80% overall achievement rates and 75% timely achievement rates.

## **AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT**

- This role directly manages a caseload of circa 42 learners, (FTE) supporting them to develop their knowledge of the relevant vocational knowledge and technical skill for their qualification within agreed timescales by drawing on own knowledge and previous experience.
- If IQA activities are carried out by the post holder, case load will be reduced accordingly to accommodate these tasks.
- This role is accountable for the funding allocated to all learners within their caseload and ensuring that all required compliance is adhered to minimise financial claw backs from the Education and Skills Funding Agency.
- Responsible for accurate and timely completion of all Education and Skills Funding Agency paperwork and documentation to ensure security of contract.

- This role is accountable for the teaching and learning delivered to learners within caseload being at a minimum standard of OFSTED grade 2 to ensure security of contract.
- Responsible for decisions associated with recruitment of learners, monitoring of learner progress, keeping employers updated, ensuring Health & Safety of learners, Safeguarding and Equality & Diversity plus quality of their teaching, learning and assessment of candidates.

#### PLANNING /ORGANISING/ CONTROLLING

- Responsible for determining priorities with regards to scheduling workload including negotiating with and managing learner and employer expectations.
- Responsible for ensuring all administration work is completed in a timely manner and to requirements.
- Responsible for ensuring KPIs are met.
- Manage learners, including monitoring performance and development.
- Ability to communicate effectively with all levels of stakeholders, both internal and external.

#### CUSTOMERS AND CONTACTS

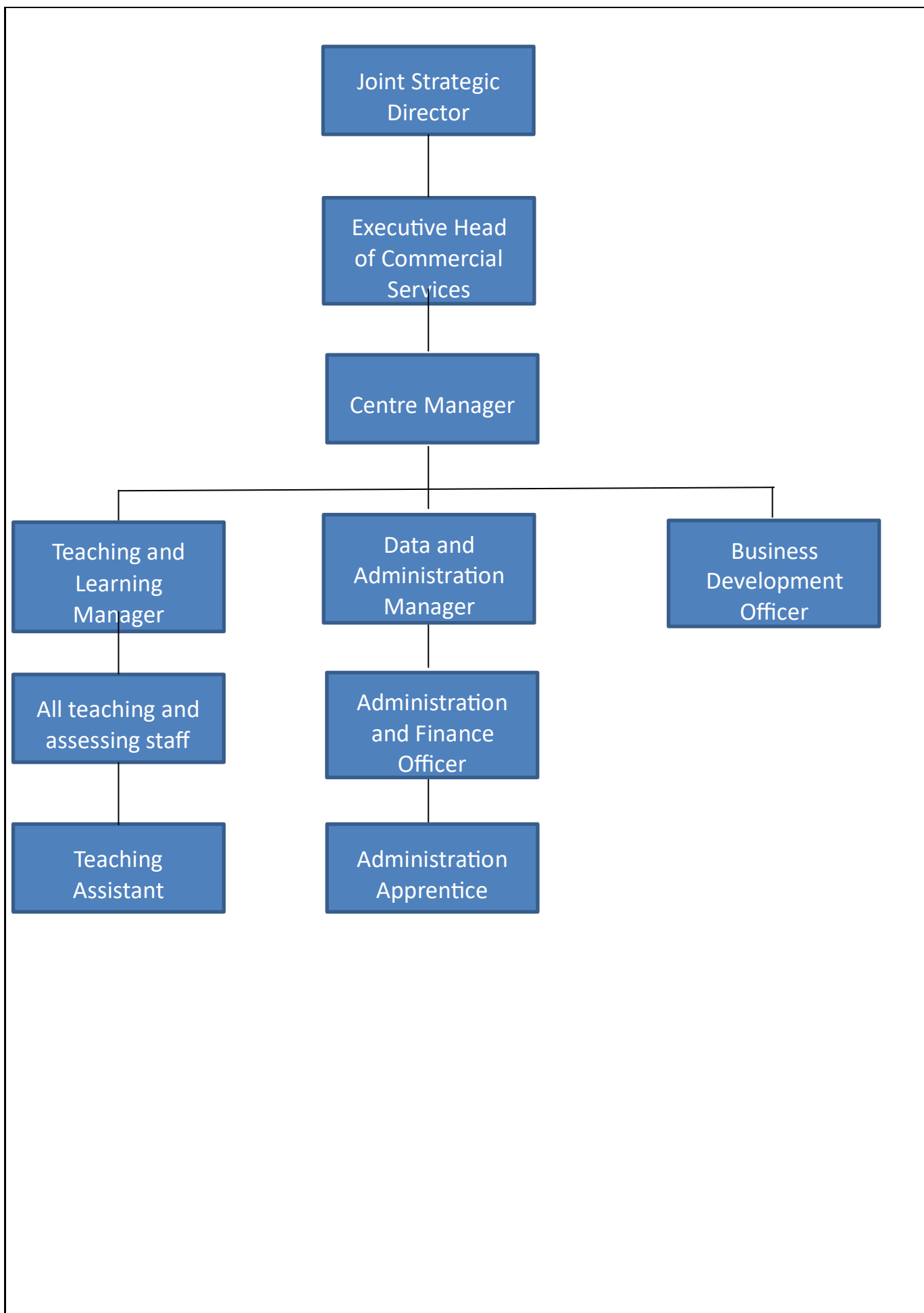
**Internal**

- Waverley Borough Council staff

**External**

- Learners
- Education & Skills Funding Agency
- Awarding Organisations (AO)
- End Point Assessment Organisations (EPAO)
- OFSTED
- Matrix
- Employment services
- Employers
- Parents and/or Carers
- Other training providers

**SERVICE/TEAM STRUCTURE**



## PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW IT IS ASSESSED	DESIRABLE CRITERIA	HOW IT IS ASSESSED
<b>QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE</b>	GCSE Maths A*-C Grade GCSE English A*-C Grade (Or equivalent for these two subjects)	<b>A / C</b>	Information, Advice and Guidance Level 2 or a willingness to achieve it	<b>A / C</b>
	Relevant Teaching or Learning and Development qualification.	<b>A / C</b>	Relevant occupational qualification.	<b>A/C</b>
	Excellent working knowledge of IT (including Word, Excel, Access, PowerPoint, internet, emails, mobile phones etc.)	<b>A / I</b>	Assessors' qualification (D32/33, A1, CAVA)  IQA qualification (D34, V1, IQA)	<b>A / C</b>  <b>A/C</b>
<b>KNOWLEDGE /TECHNICAL SKILLS</b>	Demonstrate experience of working in a relevant occupational role to the required level set out by the Awarding Organisation.	<b>A / I</b>	Knowledge of Safeguarding	<b>A / I</b>
	Experience of teaching and coaching one to one & in groups	<b>A / I</b>	Health & Safety qualification	<b>A / C</b>
	Ability to motivate and develop learners.	<b>A / I</b>	Marketing experience	<b>A / I</b>
	Ability to work effectively with minimum supervision	<b>A / I</b>		
	Ability to be flexible and to participate in all types of project work.	<b>A / I</b>		



	Ability to develop and promote commercial atmosphere within the unit.	A / I		
COMMUNICATION	Clear, accurate and professional both verbal and written.	A / I		
	Ability to effectively negotiate.	A / I		
	Ability to effectively communicate with stakeholders at all levels including senior management.	A / I		
CUSTOMER SERVICE	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	A / I		
	Actively promotes high standards of customer service.	A / I		
	Ability to identify and meet customer needs, expectations and wants.	A / I		
TEAM WORKING	Supporting and helping others	A / I		
	Ability to effectively collaborate with immediate team and those within the wider organisation.	A / I		
	Ability to positively influence others.	A / I		
MANAGING SELF AND OTHERS	Manage caseload.	A / I		
	Manage admin for role.	A / I		
	Ability to manage challenging situations.	A / I		
	Ability to make effective decisions.	A / I		
	Ability to provide clear and SMART targets to learners.	A / I		
	Ability to deal with sensitive/confidential issues.	A / I		
	Able to work on own and use own initiative.	A / I		

	Ability to plan, organise and prioritise own work.	<b>A / I</b>		
	Ability to work under pressure and manage conflicting demands to meet deadlines.	<b>A / I</b>		
	Ability to support change within the organisation.	<b>A / I</b>		
	Ability to contribute suggestions to support the continuous improvement of the organisation.	<b>A / I</b>		
<b>SPECIAL REQUIREMENTS</b>	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop, or tablet.	<b>A</b>		
	DBS police check.	<b>D</b>		
	Ability to travel between WTS and employers' premises throughout Surrey, Hampshire, and surrounding areas.	<b>A / I</b>		

#### How assessed

A = Application CV/Personal Statement  
 C = Certificates/professional Registration  
 D = DBS police check  
 E = Exercise  
 I = Interview  
 M = Medical assessment

**Disclosure and Barring Service** Due to the nature of the work, this post involves a check on an individual's criminal background. The check is carried out through the Disclosure and Barring Service (DBS, previously CRB). Any offer of employment will be subject to receiving satisfactory clearance from the Disclosure and Barring Service.

FOR OFFICIAL USE ONLY			
<b>Job title:</b>	WBL Tutor	<b>Post no:</b>	
<b>Service:</b>	Commercial	<b>JE score:</b>	308
<b>Team:</b>	Waverley Training Services	<b>Pay band:</b>	7
<b>Location:</b>	Farnham Memorial Hall West Street Farnham GU9 7EE	<b>Position type:</b> (If part time, working pattern)	Full time - 37 hours per week
<b>Competencies:</b> <b>(Level 1 – 4)</b>	Communication:	<b>3</b>	
	Customer Service:	<b>3</b>	
	Team Working:	<b>3</b>	

	Managing Self and Others:	3	
	Can do approach/Results	3	
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Checked in:</b>	Employee Services	<b>Date:</b>	
<b>Last Updated:</b>		<b>Date:</b>	