



JOB DESCRIPTION

Job Title: Tutor

Reporting to: Team Leader

Main Aim:

To plan, prepare and deliver teaching session to learners on the specified subject.

To provide appropriate learner feedback, support, advice and information where necessary.

Duties Include:

To work as part of a team to plan and deliver teaching sessions to learners in the appropriate subject area

Identify and assess the needs of learners adapting course content and delivery style to meet their individual needs providing inclusive sessions

Provide constructive verbal and/or written feedback to the first year progress reviews

Produce timely formal learner reports and ensure learners and or/employers are given feedback on their progress.

Use appropriate tracking systems to monitor and assess the progress of learners to identify non or slow progress and provide additional support, guidance and advice when required

Evaluate the effectiveness of learning

Plan, develop and review schemes of work, lesson plans and resources to ensure they are up-to-date and relevant

Offer advice on further learning and progression opportunities to learners as required

Contribute to the development of the annual training programme

Contribute to the team meetings

Promote GET and its business in a positive manner at all times

Promote the equality, diversity and safeguarding of learners, staff and visitors at all times

Contribute to the implementation of the company business plan, self assessment report and quality improvement plan and processes

Maintain discipline and cleanliness at all times within the centre

Ensure a high standard of health, safety and welfare to learners, staff and visitors at all times

Ensure own training and development is up to date and relevant to current industry

Comply and assist with GTAE requirements, audits and inspections

We reserve the right to request employees to assist with reasonable additional duties as and when required; including attendance at careers fairs and similar business related events

Skills and / or Qualifications;

Essential –

Appropriate teaching qualification and experience to the relevant level.

Excellent written and oral communication skills

Excellent interpersonal and organisational skills

Able to motivate learners and encourage participation.

Ideal –

Able to work both independently and as part of a team.

Ability to teach additional subjects and to a higher level than current vacancy requires.