

<b>JOB TITLE:</b>	<b>WORKSHOP TUTOR</b>
<b>WORK LOCATION:</b>	<b>CROSS COMPANY LOCATION</b>
<b>RESPONSIBLE TO:</b>	<b>TEAM LEADER</b>

### **1 Job Purpose**

To ensure 75% of learners achieve their initial milestone of single unit accreditation and 60% of those learners to achieve their full qualification by carrying out all duties in accordance with the Common Inspection Framework requirements.

### **2 Mission**

Aim to offer young people an overall learning experience that prepares them for higher qualifications, adult and working life.

### **3 Main Duties & Responsibilities (General)**

- Plan individual learning to meet learner needs and ensure lesson plans are prepared prior to learners attending.
- Ensure that all aspects of HASAW are understood, maintained and extended to learners, staff and visitors.
- Ensuring that NOVA's policy on Equality and Diversity is implemented at all times.
- Creating conditions in the training centre(s) which will help to develop the abilities, skill and confidence of each learner.
- Monitor, review and assess learners on a regular basis to meet the requirements of awarding and funding bodies.
- Ensure that discipline is maintained at all times and that learners are supervised appropriately.
- Ensure that learners are involved in the decision making process, either as individuals or in groups through learner forums.
- Teamwork is a vital aspect of the success of NOVA as an organisation and all members of staff will be expected to take an active part in team meetings and be involved in the general development of the 14-16 programme
- Cover for absent staff where appropriate.
- Develop training in order to maximise progression opportunities for learners.
- Managing resources and ensuring the security of equipment and materials.
- Maintaining comprehensive records of learner attendance and punctuality.
- If necessary, Tutors will be required to transport learners to and from the Training Centre.
- During school holidays, or if otherwise necessary, Tutors will be required to assist in the maintenance of property and Company vehicles, or on other programmes.

## **Workshop Tutor**

All members of staff will be expected to:

- Take an active part in team meetings and be involved in the development of the 14-16 programme.
- Staff may be required to take on additional responsibilities (eg First Aid, HASAW, external meetings etc).
- Cover for absent staff.

Liaise closely with other staff members on:

- Implementation of NOVA's Equality and Diversity policy.
  - Provision of support, advice and guidance to learners.
  - Progression of learners.
  - Encouraging learners to take advantage of other training opportunities.
  - Participation in Induction and other workshops, including residential.
  - Supporting and helping other staff.
  - Ensuring open communication at all times.
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- Ensure staff conduct themselves in a professional manner, eg not instructing learners whilst consuming food.
  - Conforming to requirements of the quality systems, ensuring staff follow procedures and correct usage of documentation.
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- To comply with all relevant health and safety regulations and assist NOVA in the implementation of its own Health and Safety Policy.
  - To comply with and actively promote NOVA's Equal Opportunities Policy.
  - To contribute to the 'Self Assessment Process' by working within the guidelines of the Common Inspection Framework.
  - To undertake any other relevant duties as specified by your line manager, commensurate with the level of this post.

**NB: No holidays are to be taken during school term time.**

E2E and WBL is an ever-changing service and all staff are expected to participate constructively in NOVA's activities and to adopt a flexible approach to their work.

This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of NOVA.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.