

Job Title **Trainee Engineering Tutor**

Reports to: **Programme Director**

People responsible for: **None**

Purpose:

1. To train towards delivering outstanding teaching, learning and assessment within a training environment, to funded and non-funded learners, ensuring compliance with Education and Skills Funding Agency (ESFA), Office for Standards in Education (OFSTED), and a variety of Awarding Organisations.

Main duties (To train towards)

1. The application of the full teaching cycle ensuring an inclusive approach to all aspects of teaching, training and assessment practice, in line with the Education Inspection Framework.
2. To comply with and contribute to the development of all internal and external standards and expectations at all times.
3. To build and maintain relationships with employers to understand their requirements and offer appropriate solutions from the Appris product portfolio, offering bespoke products where applicable (referring to other areas of Appris where appropriate).
4. To develop differentiated schemes of work and session plans that deliver an engaging and effective curriculum that meet the needs of all learners and stakeholders and embeds safe industrial working practices.
5. Provide support, information and advice to learners and prospective learners, at every stage of their programme, signposting to internal and external sources where appropriate.
6. To support business development and recruitment activities at internal and external events and during apprentice recruitment.
7. To work with the Programme Director in developing and maintaining employer relationships, including communication of learner progress via the learner report process.
8. To assist the Programme Director with costings and control of materials and equipment as and when required.
9. Ensure that learners complete qualifications, apprenticeship standards and learning programmes

in a timely manner and report those in danger of not being timely to line management.

10. To maintain appropriate records of learner progress and achievement in line with Appris expectations.
11. To be resilient and adaptable in all aspects of the role ensuring that equality, diversity and inclusivity are embraced regardless of the situation and challenge.
12. To undertake internal quality assurance processes and work with the Programme Director to ensure that appropriate Awarding Organisation approval is obtained and maintained and adapted in line with customer and organisational requirements.
13. To participate in professional development activities and maintain a professional status in line with responsibilities.

General Expectations-

- To apply the Appris safeguarding policy, Prevent and welfare procedures and to raise any issues with a designated person
- To apply the Appris professional standards.
- To take good care of own health, safety and welfare and that of other persons who may be affected by his or her acts or omissions in the workplace
- To inform Line Manager of any work situation that presents a potential or actual Health, safety or welfare hazard
- To support the Company in ensuring compliance with the requirements of the Data Protection Act

Essential Criteria

- Suitable applicants must be fully qualified in their area of Engineering expertise
- Successful applicants will be expected to achieve appropriate teaching qualifications within the first two years of employment commencing
- Applicants must have a DBS with no convictions or pending convictions