

Department – Health and Social Care Tutor

Date Created: 23 rd August 2012	Review Date: August 2013
Created By: Mandy Connick	Date Authorised: 23 rd August 2012
Job Title: HSC Tutor	Salary Range: £14,500 – £20,000
Responsible to: Compliance Officer	Position: HSC Tutor
Closing Date: 20 th September 2012	Start Date: October 2012

Scope of Role:

A challenging role supporting learning, development and assessment needs, planning and delivering high quality vocational learning, training, coaching and mentoring to support learning and timely achievement of learner. The role requires collaborative working with other vocational tutor/assessors to ensure that all learners experience an active and productive learning experience within timely achievement reporting concerns and problems that hinder progress and achievement with Commissioning Officer, as soon as they arise.

Hours: 37.5 hours per week Location: North West

Days: Monday – Friday

Weekend and evening work, where and when required

Conditions of service: 25 holidays per annum

Expenses, Mileage paid at 0.25 pence per mile (to and from office not claimable), tunnel fare where appropriate – claimable by supporting documentation – signed reviews

Bank holidays

3 months' probation period

Subject to Enhanced CRB

Flexible working hours (where authorised & supported by review records)

Development Opportunities

Achievement Rewards (bonus payments – new starts / timely achievement / Delivery Targets)

This forms a guide to the main duties of the post. It will be regularly reviewed by Compliance Officer, Internal Verifier, Centre Manager and Development Manager to meet operational needs and may be amended / added to.

Overarching Duties;

The post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which Dianthas Ltd is subject and:

- with full regard to the safeguarding, confidentiality, equality and diversity, bullying and harassment and health, safety and wellbeing requirements
- in the spirit of the vision and mission and strategic objectives
- to achieve individual objectives assigned through the periodic planning and performance appraisal processes
- actively participate in both company and professional development and opportunities
- within approved expenses policy
- apply and be subject to policies and procedures

Duties and Responsibilities

Teaching and Learning

- To carry out effective and appropriate:
 - Initial Advice and Guidance to ensure learners are fully informed of courses on offer
 - Induction to ensure learners are familiar with the process of learning for whichever programme/s they opt to engage with
 - Initial literacy and numeracy assessment to ensure learners are appropriately assessed and offered relevant learning opportunities or signposting if relevant
 - Completing Health and safety reviews of new placements and monitoring compliance

- Developing and maintaining an up to date database (tracker) of learner progress to ensure employers are kept up to date whilst maintaining confidentiality of learners
- Carrying out a one to one session with the learner to establish individual learning plan
- Conduct tutor taught / group session delivery to learners on program
- plans as necessary to meet learner and employer needs
- Providing learners with supported learning, coaching and assessing with feedback that motivates, challenges and supports them to improve
- Supporting company in developing stimulating vocational learning opportunities that meets awarding body criteria and learners needs
- Planning and carrying out effective reviews which identify learner progress and enable effective planning to succeed, referring to relevant personnel where additional needs are identified
- Actively promote the ethos of Safeguarding, Equality and Diversity, Bullying and Harassment and Health, Safety and Wellbeing throughout the learning journey
- Updating and recording of appropriate sector CPD by undertaking regular staff development and appropriate learning activities

Target Setting and Monitoring

- To agree programme delivery targets with your line manager following all stated requirements
- To achieve the following:
 - regular contact with learners
 - provision of accurate information on progress and achievement
 - timely completion of learner on program
 - ❖ level 2 achievement within 6 – 9 months
 - ❖ level 3 achievement within 9 – 12 months
 - ❖ level 5 achievement within 12 – 15 months
 - review meetings
 - positive feedback from learners and employers
 - positive results from quality sampling

- Accurate completion of:
 - ILR and eligibility documents
 - Review documentation, inclusive of health and safety, safeguarding
 - skill scan
 - ILP
 - supported learning documentation
 - tracking documentation
 - registration and certification documentation

Quality

- To ensure that your work and all programme decisions meet the requirements for delivery and therefore internal and external quality
- Participating in both internal and external quality sampling
- Upholding your role in the appeals and complaints procedures on behalf of the learner

Company Development

- To participate in standardisation meetings for your sector
- To undergo any required training to support CPD requirements
- To participate in the SAR cycle
- To contribute to the Company development processes, including target-setting, and to the monitoring and reporting of outcomes and development opportunities
- To collate examples of best practice from all areas and all aspects of delivery for inclusion at quality meetings

Administration

- To maintain up-to-date and accurate learner files and records such as assessor contact logs.
- To provide, as requested, information about learners and their performance
- To participate in the production of course promotion literature and course materials when required
- To complete all documentation to the required standard

General

- To ensure best value and performance in all activities undertaken
- To attend all relevant meetings when requested
- To attend all awarding body training and support sessions as requested

- To participate in Company events such as open days and other activities concerned with the marketing and promotion
- To adhere to company policies and contribute to policy making when appropriate

- To promote a positive image of the Company

- To liaise with external bodies as appropriate including customer organisations
- To conduct marketing of company services to ensure continued success and learner targets
- To assist in completing CRB checks on new staff and volunteers
- To liaise with Development Manager to develop services and opportunities
- To conduct research into areas of development to assist in progression and bid applications

- The post holder will be provided with reasonable training as required to complete the duties of the post

- Willing to develop skills and opportunities

Training

Statement Of Purpose

To Assist Care Workers To Care

Personal Specification

		Skills		Assessed by	
		E	D	A	I
Qualifications / Education / Training	<ul style="list-style-type: none"> • English • Math • ICT • Health and Social Care • Management qualifications 	✓ ✓ ✓	 ✓ ✓	✓ ✓ 	 ✓ ✓ ✓
Experience	<ul style="list-style-type: none"> • Working within a community setting • Health and Social Care services • Delivering training • Meeting set deadlines • Independent working • Team work • Managing administrative tasks 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ 	 ✓ ✓	✓ ✓ ✓ ✓
Knowledge of;	<ul style="list-style-type: none"> • Health and Social care services • Communicating information to others • Health and Safety • Data Protection • Safeguarding • Legislation 	✓	 ✓ ✓ ✓ ✓	✓	✓ ✓ ✓ ✓
Skills & Competence	<ul style="list-style-type: none"> • Time Management • Building relationships • Communicating with a variety of individuals • Conveying difficult information • Organisational skills • Team Working • Motivating / coaching • Delivering training programs 	✓ ✓	 ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓	 ✓ ✓ ✓
Personal Attributes	<ul style="list-style-type: none"> • Professional approach • Adaptability • Desire to improve services for people who receive care services • Flexibility • Empathy 	✓ ✓ ✓ ✓	 ✓ ✓ ✓	✓ ✓	✓ ✓
Essential Other	<ul style="list-style-type: none"> • Diving licence • Own vehicle 	✓ ✓		✓ ✓	

Key

Skills	Assessed by
E = Essential Skills Are a requirement for this post	A = application Form Will be assessed during the selection process
D = Desirable Are only desirable as skills will be developed through the post	I = Interview Will be assessed during the interview during questioning