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## JOB DESCRIPTION

<b>Job Title:</b> ESF Skills Tutor – Health & Social Care (Workforce support)	<b>Salary:</b> DOE
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<b>Department:</b> Operational Delivery	<b>Reports to:</b> ESF Programme Manager
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<b>Location:</b> Norfolk and Suffolk (New Anglia)	<b>Job Type:</b> Full Time, 2-year fixed term contract for <u><b>ESF Project:</b></u> Developing Skills in Health & Social Care
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### Overall Purpose of the Job:

To deliver work-based qualifications in health & social care to learners within the workplace (i.e. an adult care setting) to a required standard and within set timescales;

To ensure that all learners are successful in their learning programmes by their planned end dates;

To ensure that Steadfast Training Ltd delivers on its contracts and that financial targets are met through the successful completion of learners on time;

To plan and deliver innovative teaching sessions to inspire and motivate learners;

To provide administrative support with the scheduling of course provision and eligibility assessments of learners;

To complete required paperwork in full compliance with relevant funding regulations and in a timely manner.

**Whilst COVID-19 lockdown restrictions remain in place, training delivery will be conducted remotely, using Steadfast Training’s remote delivery model, consisting of a mix of tutor-led ‘virtual classroom’ workshops (via Zoom and MS Teams), short online course tutorials and customer calls, providing 1-2-1 phone or digital support.**

**Therefore, applicants need to be proficient in ICT and be able to deliver and**



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**successfully complete the required training and further learning support remotely.**

### **Main Duties and Responsibilities:**

- Enable learners' successful and timely achievement of qualifications through the effective management of an allocated caseload in line with company guidelines;
- Ensure employers fully understand their responsibilities in support of successful completion of programmes to the required standards;
- Satisfy all required standards in the delivery and documentation of the contracts, with particular regard to efficiency, quality and compliance;
- Support the development of a programme of learning (scheme of work) with appropriate teaching and learning strategies, resources and assessments;
- Maintain and enhance the quality of the learning experience for candidates;
- Maintain attendance registers and update as required;
- Support the development of shared teaching resources for Functional Skills;
- Support Curriculum Manager and vocational tutors within curriculum areas to embed Functional Skills in schemes of work and lesson plans;
- Contribute to the effective implementation of Quality Cycle and evaluate and develop own practice;
- Ensure the safety of staff and learners in accordance with Company's Health & Safety Policy;
- Positively promote equality of opportunity for staff and students;
- Represent the Company professionally and promote a positive image of the Company and all of the services it delivers at all times and ensure that all areas of personal activity comply with standards laid down by the Company, funding authorities and awarding bodies;
- Carry out all duties with due regard to Health and Safety Regulations;
- Carry out other duties as may reasonably be required from time to time;
- Attend staff training as required to maintain personal competency and keep up-to-date with current practice;
- Uphold all policies and procedures of Steadfast Training Ltd.

### **Key Relationships:**

Internally, with ESF Programme Manager, Curriculum Manager, Tutors and Workforce Trainers, as well as the Compliance and Administration Teams.



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Externally, with employers, other learning providers and individual candidates.

## **Qualifications/ Knowledge, Skills/ Abilities and Experience required to carry out the Role:**

### **Qualifications/ Knowledge**

- Confident and experienced in teaching a range of Health & Social Care courses at Level 2 and above;
- Relevant teaching qualification (e.g. Cert Ed or appropriate Basic Skills Teaching Qualification - C&G, RSA, PTTL or TEFL);
- Significant relevant experience in the Health & Social Care sector, as well as in teaching to learners in their workplace.

### **Skills/ Abilities**

- Excellent verbal and written communication and presentation skills;
- Ability to build strong relationships remotely;
- Time management and organisational skills;
- Flexible approach, including out-of-hours delivery;
- Strong personal organisational skills and willingness to be flexible and adapt to changing demands;
- Personal integrity and a proven team player.

### **Experience**

- Minimum 3 years' experience in Further Education and the work-based learning sector;
- Successful applicants should have experience in delivering Health & Social Care qualifications, as well as Functional Skills (Numeracy, Literacy) and ICT from Entry Level 1 to Level 2;
- Ideal applicants will also be qualified to deliver employability and vocational courses in one or more subjects, such as retail, customer service, business administration, warehousing, hospitality, adult care etc;
- The job holder will require an Enhanced Disclosure from the DBS (formerly known as CRB check).



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- Some reasonable business travel will be expected from Applicants

**Version : 2.0**

**Updated: 6<sup>th</sup> August 2020**