# Job Description Header

#### Department: Dorset Training Academy

#### Job Title: Dorset Training Academy Tutor

#### Reporting to: Head of Adult Skills

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| **Direct Reports: N/A** |

**1. Purpose of the Role:**

The Dorset Training Academy at Weymouth College has been established since 2016 and provides a wide range of professional training solutions to local businesses and individuals in the following areas:

* Health and Safety (including First Aid)
* Microsoft office packages (Excel, Word, PowerPoint)
* Hospitality and Catering (inc Personal Licence and Food Safety)
* AutoCAD
* Business Management and Marketing (inc Social Media)
* Customer Service
* Mental Health and Counselling

This post will have responsibility for the organisation, development and teaching/tutoring and assessment of an agreed part of the Dorset Training Academy curriculum and will involve delivery of professional training either on site at the College, online or on location at business premises.

**2. Duties and Responsibilities:**

a) Carry out formal scheduled teaching, learner support and if appropriate assessment in agreed areas

b) Co-ordinate, organise and develop learning programmes

c) Monitor, guide and support learners throughout their programmes

d) To be responsive to business and individual training needs by adapting course delivery styles or content as appropriate

e) Prepare and maintain learning materials and assignments

f) Participate in promotional events and activities

g) Plan and prioritise own work

**General Responsibilities:**

(These are mandatory)

1. Drive and participate in the performance management process as appropriate to position.
2. Comply with the College’s Equality and Diversity, Health and Safety, Safeguarding and Quality Improvement policies and their recommendations.
3. Carry out operational duties as required and commensurate with the position.
4. Promoting and safeguarding the welfare of children and young persons.
5. Use all available resources efficiently and effectively, and in-line with good eco-friendly practices.
6. Attend and contribute to team meetings and in-service training as and when requested.
7. Undertake appropriate personal and professional development activities, and record on the College Continuing Professional Development (CPD) system
8. Manage and minimise risk within all areas of responsibility.

**Note: This job description sets out the main responsibilities for the post, but is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities they undertake.**

**Person Specification**

#### Job Title: Dorset Training Academy Tutor

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| **Qualifications** | Essential Please tick | **Desirable**  Please tick |
| Relevant Degree or appropriate level of qualified trade/industry experience |  |  |
| Recognised teaching qualification or willingness to work towards |  |  |
| Assessor/Verifier Awards A1, A2,V1,V2 or willingness to work towards |  |  |
| 5 GCSE’s Grades A – C including Maths and English or Level 2 equivalent |  |  |
| **Experience** |  |  |
| Relevant successful teaching experience |  |  |
| Proven track record of delivering training to adult learners |  |  |
| In depth knowledge of relevant curriculum area |  |  |
| Record of personal/professional development |  |  |
| Awareness of curriculum change/innovation |  |  |
| **Skills and Abilities** |  |  |
| Excellent written and verbal communication |  |  |
| Excellent interpersonal and influencing skills |  |  |
| Ability to plan organise and prioritise workload and ensure that deadlines and targets are met |  |  |
| Ability to work flexibly, including evening and weekend work if required |  |  |
| Possess a current driving licence and have access to a vehicle |  |  |
| Clean driving license |  |  |
| Ability to apply ICT in teaching/learning |  |  |
| Innovative approach to teaching and learning |  |  |
| **Personal Qualities** |  |  |
| Commitment to quality |  |  |
| Commitment to continuous improvement |  |  |
| Personal commitment and dedication |  |  |
| Sense of humour and perspective |  |  |

**Name:**

**Printed Name:**

**Date:**