

## TUTOR ROLE PROFILE – Sept 2016

ROLE IN CONTEXT	ROLE IN ACTION	NEED TO KNOW	NEED TO BE
<p><b>Title Reports to Level</b></p> <p><b>Tutor (new) Assistant Academy Manager H23 – H29</b></p> <p><b>Business: Harlow College</b> <b>Location: Harlow, Essex</b></p>			
<p><b>Context</b></p> <p><b>1. Success</b> To be part of a forward looking FE college, currently a sector leader for student success and value added. We aim to provide our students with “more than a qualification”, providing them with the skills to achieve 1st class destinations and employment.</p> <p><b>2. Culture</b> To contribute to a results driven operation in a fast paced culture where flexibility, hard work and change are the norm and our core values are:</p> <ul style="list-style-type: none"> <li>• Students at the Heart</li> <li>• Work Hard/Work Together</li> <li>• Be the Best, Be the Future</li> <li>• Be Innovative and Enterprising</li> </ul> <p><b>3. People</b> Individuals not numbers, we believe all our people, both staff and students, have the potential to succeed in whatever they set their minds to and, at Harlow College, everything we do is about getting them there.</p> <p><b>Purpose and Dimensions</b></p> <p>Part of a team responsible for the delivery of the College's Teaching, Learning and Assessment Strategy and 3 year strategic plan</p> <p><b>1. Job Purpose</b> To deliver, assess and develop the learner experience to enable them to achieve their learning goals, in accordance with the College's values and ethos.</p> <p><b>2. Key Partners/Relationships:</b></p> <ul style="list-style-type: none"> <li>• All students who are the responsibility of their delivery team</li> <li>• Fellow team colleagues</li> <li>• Support staff working with their delivery team</li> <li>• The wider “Team Harlow”</li> <li>• Parents, carers and employers of students</li> </ul>	<p><b>Core Areas of Responsibility</b></p> <ol style="list-style-type: none"> <li>1. Assist in the development of teaching materials and adjust available materials for delivery to your own groups</li> <li>2. Deliver teaching and learning and be a learner mentor</li> <li>3. Carry out initial assessments and agree an individual learning plan</li> <li>4. To review progress and assess student work both formative and summative and provide feedback to students in the college, off-site and in the workplace</li> <li>5. To establish good employer relations, and carry out health and safety risk assessments in the candidates workplace</li> <li>6. To keep accurate records in accordance with the requirements of the awarding bodies</li> <li>7. To ensure Additional Learning Support needs are identified and supported (including literacy, numeracy and IT)</li> <li>8. Responsibility for promoting and safeguarding the welfare of vulnerable adults and young persons you are responsible for, or come into contact with</li> <li>9. To provide induction and exit guidance for learners</li> <li>10. Contribute to the planning of study programmes and frameworks</li> <li>11. Work in accordance with the College's policies and procedures</li> <li>12. Promote and implement the College Equality and Safeguarding practices</li> </ol> <p><b>Critical Success Factors</b></p> <ul style="list-style-type: none"> <li>• Deliver the targets set in each of the following areas:</li> <li>• Learner starts</li> <li>• Retention</li> <li>• Success Rates</li> <li>• Learners achieve their learning plan (targets)</li> <li>• Positive feedback from learners/employers</li> <li>• Achievement of annual appraisal</li> </ul>	<p><b>Organisational Capabilities</b></p> <ol style="list-style-type: none"> <li>1. Ability to work to the standards and set procedures that come with the necessary scrutiny when working in the public sector</li> <li>2. Achieves maximum benefit from limited resources</li> <li>3. Quickly adapts to change and sees it as an organisational 'norm'</li> </ol> <p><b>Be the Expert</b> (technical knowledge, qualifications, experience, occupational competence and requirements, etc)</p> <ol style="list-style-type: none"> <li>1. A degree or equivalent qualification, <b>OR</b> a minimum of a Level 3 qualification in the relevant vocational area and significant industrial experience</li> <li>2. Certificate in Education or equivalent, or the willingness to undertake</li> <li>3. Has a Level 2 or equivalent qualification in Maths &amp; English</li> <li>4. Has curriculum knowledge and, where relevant, industrial experience in the relevant area</li> <li>5. Ability to deliver teaching and learning to a high standard and in accordance with the College's Teaching, Learning &amp; Assessment Strategy</li> <li>6. A flair for motivating and engaging learners to learn and work hard</li> <li>7. Excellent organisation, planning and assessment skills that enable effective learning</li> <li>8. Be able to understand and utilise digital technology</li> <li>9. Ability to apply and embed themes and principles of E&amp;D across the entire spectrum of teaching and learning</li> <li>10. Ability to work under pressure whilst maintaining a good mental stability and mental resilience.</li> <li>11. Evidence of integrating safeguarding principles into working practices</li> </ol>	<p><b>Competencies (core for all HC team members)</b></p> <p><b>1. Learning Orientated</b></p> <ul style="list-style-type: none"> <li>➤ Seeks feedback on their own performance from a variety of sources</li> <li>➤ Shares learning with others</li> <li>➤ Engages in development activities and achieves tangible progression</li> <li>➤ Actively seeks to increase/improve knowledge and skills</li> </ul> <p><b>2. Results Focused</b></p> <ul style="list-style-type: none"> <li>➤ Meets targets and job related outputs</li> <li>➤ Remains focused on the priorities and delivers them relentlessly despite issues that may arise</li> <li>➤ Resolves issues that affect targets being met</li> </ul> <p><b>3. Quality Minded</b></p> <ul style="list-style-type: none"> <li>➤ Can evidence their contribution to the college's Quality Improvement cycle (e.g., SAR/QIP)</li> <li>➤ Seeks ways to continuously improve the service/productivity of their working area</li> <li>➤ Notices quality performance in others and offers feedback accordingly</li> </ul> <p><b>Role Competencies (specific to role)</b></p> <p><b>4. Innovative</b></p> <ul style="list-style-type: none"> <li>➤ Generates original and new ways of embedding learning and assessment</li> <li>➤ Seeks cutting edge ideas/models of excellence and adapts them to suit the College and achieve success</li> <li>➤ Finds ways around restrictions and / or limitations</li> <li>➤ Is creative under pressure and/or with limited resource</li> </ul> <p><b>5 Customer Focus</b></p> <ul style="list-style-type: none"> <li>➤ Actively seeks students/employer views on what they want from the service provided</li> <li>➤ Uses feedback to continuously improve the student/employer experience</li> <li>➤ Responds to employer/students' concerns or complaints promptly and positively</li> <li>➤ Provides support that is bespoke to the individual</li> <li>➤ Professional and courteous in all transactions with students, clients, staff, partners and members of the public</li> </ul>