###### Joinery Vocational Tutor

**JOB DESCRIPTION**

**Location: 200 Springfield Road**

**Belfast, BT12 7DB**

**Salary: £27,157.80**

**Hours : 37**

**Responsible to: SfLW Manager**

**ROLE OVERVIEW:**

We are looking for a dynamic and experienced Joinery Vocational tutor to join the Training for Success delivery team at Springvale Learning. We are seeking candidates who are passionate about Joinery and have the drive and motivation to help learners to progress on their employability journey.

The main purpose of this role is to develop the necessary competence of SFLW learners through the effective provision of high-quality training, assessment and on site placements with employers. All of which must be in line with current operational procedures to meet the requirements for the Department for the Economy, the Education and Training Inspectorate and Awarding Bodies qualification standards.

**MAIN DUTIES OF POST HOLDER:**

* To assist with the marketing and recruitment of learners to undertake work-based learning programmes within Springvale’s SFLW provision as required.
* Participate in the student induction, monitoring and reviewing processes.
* To initially assess and record learner’s skills, abilities, and experience.
* To sustain expected levels of performance in accordance with contract compliance/ETI standards relating to learner retention, achievement, and progression.
* To design robust lesson plans and schemes of work appropriate to qualification being delivered.
* To maintain optimum occupancy numbers in line with the programme targets.
* To prepare an individual training plan for each learner.
* To liaise with employers in effectively obtaining quality placement provision for learners.
* To ensure all placements meet the necessary requirements and safeguards in terms of child protection, insurance, liability, employment law, health & safety etc.
* To deliver high quality practical and technical learning sessions to learners.
* To monitor, review and record learner progress while learning both on site and while in placement.
* To monitor, equipment, resources, materials, tools, protective clothing issued to learners
* To undertake continuous professional development as necessary to maintain high quality standards of provision.
* To produce internal and external reports as required.
* To produce an annual ISEF (self-evaluation) of delivery in line with ETI quality improvement specifications.
* To participate in curriculum standardisation meetings to ensure delivery complies with awarding bodies specifications.
* Liaising with external examiners, moderators, and verifiers.
* To develop relationships with key partners and other external organisations as required.
* To carry out such other relevant or related duties as may be required by management.
* To maintain effective working relationships with all internal departments.
* To perform other duties as required by management.

*The above reflects the main elements associated with this position. It is not intended to be exclusive or exhaustive and may be subject to adjustment in accordance with organisational change.*

###### SFLW Joinery Vocational Tutor

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable |
| Qualification/ **Attainments** | * Math’s and English GCSE Grade C or higher (or recognized equivalent) * Level 3 qualification (or higher) in the relevant vocational area * Teaching and Learning Qualification containing LLUK Standards for Teachers, Tutors and Trainers, working towards or willing to work towards * Assessor Award working towards or willing to work towards * Hold a current UK driving license   **(Springvale is aware that some persons with disabilities may not be able to hold a driving license. If this is the case, please demonstrate how you can fulfil the mobility requirements for the post for which you are applying).**   * ICT literate | * Internal Quality Assurance Award (TAQA) |
| RelevantExperience | * 3 years relevant industry experience (post-apprenticeship level) * Ability to engage with and motivate learners to learn to their full capability. * Proven track record in achieving targets and quality standards | * Knowledge and Competence in the use of SER/ETI standards, Awarding Body Records and Certification Methods * Use of innovative learning methods including ICT * Experience working in the employability and/or work-based learning sector |
| Special Aptitudes | * Excellent planning and organisation skills * Ability to communicate effectively with learners and colleagues of all levels and backgrounds * Ability to develop positive rapport with learners |  |

**PACKAGE:**

* Competitive salary package
* Mileage: 45p per mile
* 20 days holiday rising with length of service
* Company sick pay
* Laptop, mobile if applicable
* Flexitime
* Company pension

We reserve the right to apply further criteria in order to facilitate effective short-listing in the event of a high number of applications

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