



## **Team Lead and Level 3 Management Tutor**

### **JOB DESCRIPTION**

**Location: 200 Springfield Road, Belfast, BT12 7DB**

**Hours : 37**

**Salary: £27,157.80**

**Responsible to: Programme Manager**

#### **ROLE OVERVIEW:**

**We are excited to be recruiting for a dynamic and experienced individual to join our growing Apprenticeships NI team to support our delivery throughout N. Ireland. We are seeking candidates who are passionate about Team Leading and Management that have the drive and motivation to help learners to progress in their careers, increase their employability, and support their personal development. The ideal candidate will have a strong background in Team Leading and Management and have strong organisational and communication skills to inspire and educate learners.**

#### **COMPANY PERKS:**

**On-site secure parking**

**4% pension match**

**Laptop and phone provided**

**Mileage: 45p per mile**

**Flexible working**

**MAIN DUTIES OF POST HOLDER:**

- To coach, mentor, and guide learners who are engaged on apprenticeship programmes at level 2 and 3 Team lead and Management.
- Actively support, mentor, and motivate learners across the entire learner journey to help them with the timely completion of their learning aims and qualification.
- Deliver inspiring training and coaching sessions to groups and individual learners.
- To provide information, advice, guidance, and support for learners.
- Set individual targets for each learner based on capability to ensure KPIs are met.
- Manage your diary so that agreed contact with learners is achieved.
- Identify and assess learners' needs and put in place robust personal learning plans, with realistic and challenging goals, that enable learners to understand their personal journey and realise their potential.
- Observe, mark, and review work produced by learners to ensure it is of the appropriate standard to reflect the learner's qualification and meet the needs of the qualification.
- Provide insightful, constructive, and informative feedback to help the learner maximize their potential.
- Participate in the student induction, monitoring and reviewing processes.
- Participate in the marketing of and recruitment to courses within the subject/programme.
- Produce schemes of work and lesson plans.
- Liaising with external examiners, moderators, and verifiers.
- To carry out such other relevant or related duties as may be 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.*

## Tutor

### PERSON SPECIFICATION

<b><u>Criteria</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<p>Qualifications/  Attainments</p>	<p>Recognised Level 5 qualification to delivery level 3 Management.</p> <p>Recognised Level 3 to deliver level 2 teal lead.</p> <p>GCSE Mathematics and English Language at Grade C or above or equivalent (e.g. Level 2 Essential Skills Application of Number and Communication);</p> <p>Teaching and Learning Qualification containing LLUK Standards for Teachers, Tutors and Trainers or working towards</p> <p>Assessor Award or be willing to work towards</p> <p>Hold a current UK driving license</p> <p>ICT literate</p>	<p>Internal Quality Assurance</p> <p>Able to demonstrate knowledge of and practical implementation of the Training Cycle</p>

Relevant Knowledge/Experience	<ul style="list-style-type: none"> <li>● Relevant industry experience</li> <li>● Ability to engage with and motivate learners to learn to their full capability.</li> </ul> <p>· Relevant teaching experience</p> <p>· Knowledge of Apprenticeship programme</p> <p>· Ability to maintain and deliver health and social care training programmes at various levels</p>	<p>· Knowledge and Competence in the use of IQRS systems, Awarding Body Records and Certification Methods.</p> <ul style="list-style-type: none"> <li>● Use of innovative learning methods including ICT.</li> </ul>
Special Aptitudes	<ul style="list-style-type: none"> <li>● Excellent planning and organisation skills.</li> </ul> <p>· Ability to communicate effectively with learners and colleagues of all levels and backgrounds.</p> <p>· Able to develop positive rapport with learners.</p>	

	· Ability to recruit learners	
Other	<ul style="list-style-type: none"> <li>● Access to own transport</li> </ul>	

*We reserve the right to apply further criteria to facilitate effective short-listing in the event of a high number of applications. Springvale Employment & Learning Solutions is an Equal Opportunities Employer.*