

## BTEC/HNC TUTOR VACANCY

<b>Job Title</b>	BTEC/HNC Tutor
<b>Job Description</b>	Providing outstanding technical education and training to SETA customers.
<b>Reporting</b>	Curriculum Manager

**General Responsibilities: -**

“To deliver high quality teaching and learning services for, and on behalf of SETA, that supports effective learning and high levels of retention and achievement”.

This will be fulfilled through completion of the following activities:-

- Producing and following lesson plans and schemes of learning, as required, tailored to suit course requirements and individual learner needs to the appropriate standards.
- Producing and assessing assignments/assessments in line with award organisation requirements and make judgements about technical competence.
- Using a range of teaching methods, as required, enabling candidates to achieve their qualifications in accordance with contractual obligations and funding requirements.
- Marking and reviewing coursework, assignments and examinations (where appropriate) in a timely manner and providing feedback denoting improvement opportunities.
- Attending course management, best practice and internal standardisation meetings internally and externally with stakeholders.
- Sharing best practices and experiences with delivery teams related to technical teaching and learning practices.
- Providing transparent and accurate reporting on individual learner progress and working with Pastoral teams where intervention is necessary on particular issues or concerns.
- Working with our stakeholders to provide advice on career progression and the wide range of opportunities available.
- Attending regular meetings with your Line Manager to review individual targets, achievements and plan continual professional development which may include further training, work exposure to fulfil a particular need, as appropriate.
- Completing all necessary documentation akin to teaching and learning; registers, reports, cause for concern to satisfy ESFA funding and quality assurance purposes in line with Government legislation requirements.
- Keeping abreast of Quality Assurance developments in apprenticeship delivery and own area of expertise.
- Undertaking and maintaining records of regular CPD activities to retain current competency and update knowledge and skills.
- Attend mandatory training including Safeguarding, PREVENT, equality, diversity, inclusion, as required.
- Performing any other activities for the wider work of SETA as may be reasonably required by your Line Manager.