

Early Years Apprenticeships Tutor Job Description

Salary:	
Working Hours:	Minimum of 3 days a week with a caseload of at least 24 apprentices
Area:	Apprenticeships
Reporting to:	Early Years Programme Manager

This post will holistically plan, co-ordinate, mentor and support on training and assessment for apprentices based in the Early Years Education sector. Initially these apprentices will be at level 3 but we plan to go up to level 5. Knowledge and experience from working in the Early Years Sector will be shared with apprentices to ensure they achieve their programme at the highest possible level and in a timely fashion.

Job Responsibilities
Assessment
Complete skills reviews with apprentices and employers and identify skill and knowledge gaps
Develop and take responsibility for the delivery of individual training plans tailored to candidate needs
Maintain records relevant to individual candidates
Undertake observations in the workplace
Support the delivery of high-quality training to exceed awarding body quality standards, including functional skills, in the workplace as appropriate to the candidates' requirements
Assess Skills and behaviours and feedback to learners using the ePortfolio system.
Training
Develop individual action plans tailored to candidate needs
Support the delivery of training using approved training resources in the workplace to cover Knowledge, Skills and Behaviours.
English and Maths – Training, monitoring, supporting, recording and reporting to ensure successful completion
Provide tutorial support including key training for the Apprentice (and Employer around Prevent and British Values), Personal Development, Behaviour and Welfare, Safeguarding and any additional learning support requirements
Co-ordination and Support
Monitor candidate progress and provide support in completion of portfolios, end point assessments and other evidence setting targets to ensure timely completion
Detailing, monitoring, recording and reporting of ALS

Job Responsibilities
Supply information to employees and employers to support apprenticeship programmes
Liaise with Line Manager's to facilitate Reviews and appraisals
Provide appropriate data and information regarding the programme and learners as required and contribute to the regular self-assessment monitoring process
Take responsibility for the quality of the start-up pack (on-boarding) and evidence base for each apprentice
Attend CPD and Standardisation events as appropriate (Possibly remotely)
Support the apprentice and employer as part of the end Point Assessment process
Administration
Complete all relevant documentation in order to progress the signing up and recording of new candidates on the programme
Maintain documentation that records the progress of candidates on programme against specified targets
Complete documentation in relation to visits to employers, candidate reviews, assessment visits and any other such appointments that evidence, support and maintain relationships with candidates and employers
Ensure timely achievement of all students on programme and complete the required documentation to achieve Gateway and End Point Assessment
Other
Any other duties connected with the post as are reasonably required from time to time
<p>Equality & Diversity</p> <p>Support and promote equality and diversity at Best Practice Network to ensure equality of opportunity for all students, visitors and staff and the elimination of discriminatory practices</p>
<p>Safeguarding</p> <p>Support and promote the safeguarding agenda at Best Practice Network to ensure students, visitors and staff are safeguarded.</p>

Qualifications/Skills/Knowledge/Qualities

The success of Best Practice Network rests on a very strongly felt and shared set of values which determine its strategic direction. It is crucial that the successful candidate shares our values of student-centredness, equality of opportunity and parity of esteem for staff and students.

At Best Practice Network we are:

- Passionate and excited about learning
- Inclusive and supportive
- Responsive to student, employer and community needs
- Always aspiring to the highest standards
- Professional and enterprising
- Innovative and creative
- Friendly and welcoming

The following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria in your application.

Essential Criteria	How Measured
Hold a qualification or have experience in the subject area	Application
Have up to date industry knowledge	Application/Interview
Hold Level 2 Numeracy and Literacy qualifications	Application/Certificates
Have experience of working with employers in a training or customer relations role	Application/interview
Able to develop strong professional relationships with employers and learners	Application/Interview
Have strong IT skills and be willing to work with e-portfolio's	Application/Interview
Can motivate learners and ensure they complete on time	Application/interview
Hold a full driving licence, have own vehicle and be willing to travel to customer sites	Application
Have high levels of motivation and the ability to use own initiative	Interview
Desirable Criteria	How Measured
Hold an assessor qualification	Application
Hold a relevant degree	Application
Hold an IV/IQA qualification	Application
Experience of working in Further Education or a similar environment	Application

Next Steps:

If you are interested in the role as an Early Years Apprenticeships Personal Tutor, please send your CV and covering letter to hr@bestpracticenetwork.co.uk